



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, APRIL 28, 2010
12:00 NOON
COMMISSION HEADQUARTERS
2 CORAL CIRCLE
MONTEREY PARK, CA 91755
(323) 890-7400**

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1. Call to Order

2. Roll Call

Adriana Martinez, Chair
Alberta Parrish, Vice Chair
Henry Porter, Jr.
Severyn Aszkenazy
Lynn Caffrey Gabriel
Zella Knight
Mary Lou Leggett

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of March 24, 2010

Regular Meeting of February 24, 2010

4. Report of the Executive Director

5. Public Comments

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

Consent Calendar

(Items Continued from Previous Meetings)

6. Concurrence to Approve a Janitorial Services Contract (All Districts)

Concur with the Board of Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a one-year contract, in the amount of \$412,943, with Diamond Contract Services, Inc. for janitorial services at eighteen housing developments, the South County main office, and two Housing Authority administrative buildings; authorize the Executive



Director to use for this purpose \$68,823 included in the approved Housing Authority's approved Fiscal Year 2009-10 budget and \$344,120 to be requested through the Housing Authority's Fiscal Year 2010-11 annual budget approval process; authorize the Executive Director to execute amendments to the contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$412,943 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be requested through the Housing Authority's annual budget approval process; authorize the Executive Director to amend the contract to add or delete sites, modify the scope of work, and increase the annual compensation by 10% for unforeseen project costs. (CONCUR)

7. **Concurrence to Approve a Construction Contract for the South Scattered Sites Unit Rehabilitation Project (District 2)**

Concur with the Board of Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a contract in the amount of \$126,300 to Dan Contractor, to complete interior rehabilitation work at six housing units located throughout unincorporated South Los Angeles, following approval as to form by County Counsel; authorize the Executive Director to use up to \$126,300 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2009-10 budget for this purpose; authorize the Executive Director to approve contract change orders not exceeding \$25,260 for unforeseen project costs, using the same source of funds. (CONCUR)

8. **Concurrence to Adopt a Resolution Accepting the Voluntary Transfer of Housing Choice Vouchers from the Housing Authority of the City of Paramount to the Housing Authority of the County of Los Angeles (All Districts)**

Concur with the Board of Commissioners' action to adopt and instruct the Chair to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from Paramount to HACoLA; and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD). (CONCUR)

9. **Concurrence to Incorporate the Housing Assistance Payment Funds into the Housing Authority's Approved Fiscal Year 2009-2010 Budget**

Concur with the Board of Commissioners' action to authorize the Executive Director to incorporate into the Housing Authority's approved Fiscal Year 2009-10 budget an additional \$18,000,000 in Housing Assistance Payments received from the U.S. Department of Housing and Urban Development (HUD) as a result of increased leasing to Section 8 participants. (CONCUR)

Regular Agenda

10. Approve the Housing Authority of the County of Los Angeles Fiscal Year 2010-2011 Budget

Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2010-2011 Budget (Budget), which includes revenues and expenditures of \$326,241,300; and to sign the related Transmittal Resolution certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD); adopt and instruct the Chairman to sign a Resolution approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002; instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel. (APPROVE)

11. Approve the Receipt of Family Self-Sufficiency Coordinator Grant Funding for the Housing Authority of the County of Los Angeles (All Districts)

Recommend that the Board of Commissioners authorize the Executive Director to accept \$204,000 in Family Self-Sufficiency Coordinator Grant funding from the U.S. Department of Housing and Urban Development (HUD), and to incorporate up to \$102,000 of these funds into the Housing Authority's approved Fiscal Year 2009-2010 budget. (APPROVE)

12. Adopt a Resolution Accepting the Voluntary Transfer of Housing Choice Vouchers from the Housing Authority of the City of Lawndale to the Housing Authority of the County of Los Angeles (All Districts)

Recommend that the Board of Commissioners adopt and instruct the Chair to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from Lawndale to the Housing Authority of the County of Los Angeles (HACoLA); and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD). (APPROVE)

13. Approve Trash Removal Contract for the Mary B. Henry Community Clinic and 47 Housing Authority Housing Developments in Unincorporated Los Angeles County (All Districts)

Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a one-year contract in the amount of \$318,600 to Apex Waste Systems, Inc. to provide trash removal services at 47 housing developments and the Mary B. Henry Community Clinic, using funds to be requested through the Housing Authority's Fiscal Year 2010–2011 annual budget approval process; authorize the Executive Director to execute contract amendments to add or delete sites, modify the scope of work, and increase the compensation by up to \$31,860

for unforeseen needed trash removal services and/or any increases in the Sanitation District's Dumping Fees, using the same source of funds; authorize the Executive Director to execute amendments to the one-year contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, at the same annual amount of \$318,600, using funds to be requested through the Housing Authority's annual budget approval process; authorize the Executive Director to execute amendments to the contract to increase the compensation amount upon each annual renewal with an escalation percentage cap equal to the Consumer Price Index (CPI) for the County of Los Angeles determined by the U.S. Bureau of Labor Statistics. (APPROVE)

14. Approve the Purchase of Six Vehicles for Section 8 Housing Choice Voucher Program Utilizing an Established County Purchase Agreement (All Districts)

Recommend that the Board of Commissioners authorize the Executive Director to execute a purchase order and all other necessary documents with D. Longo Inc., a vendor qualified by the County's Purchasing Agent, for the purchase of six vehicles to support the Section 8 Housing Choice Voucher Program, using \$154,906 in Fleet Services Revenue which will be charged to the Section 8 Program. (APPROVE)

15. Acceptance of Community Development Block Grant Funds for Projects Identified in the 2010-2011 Action Plan for the Allocation of Federal Funds (All Districts)

Recommend that the Board of Commissioners authorize the Housing Authority to accept from the Commission an estimated \$1,411,000 in Fiscal Year 2010-2011 CDBG funds, and to continue administration of \$1,645,089 in prior year CDBG funds, which will be requested for incorporation into the Housing Authority's Fiscal Year 2010-2011 budget through the Housing Authority's annual budget approval process subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD). (APPROVE)

16. Approve Revised Housing Commission Bylaws

Recommend that the Board of Commissioners approve revised Housing Commission Bylaws to reflect recent amendments to the County Code, incorporate four previously adopted policies and make minor editorial changes.

17. Housing Commissioners Comments and Recommendations for Future Agenda Items

Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at marisol.ramirez@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, March 24, 2010

The meeting was convened at the Housing Authority office located at 12131 Telegraph Road, Santa Fe Springs, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Acting Chair Severyn Aszkenazy at 12:17 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Adriana Martinez, Chair		X
Alberta Parrish, Vice Chair		X
Severyn Aszkenazy	X	
Lynn Caffrey Gabriel		X
Henry Porter	X	
Zella Knight	X	
Mary Lou Leggett		X

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Maria Badrakhan, Director, Housing Management
Emilio Salas, Director, Administrative Services
Margarita Lares, Director, Assisted Housing

GUESTS PRESENT:

No guests were in attendance

Due to lack of a quorum, Ms. Maria Badrakhan recommended proceeding with staff presentations. The agenda items would be placed on a consent calendar for discussion and a vote at the next meeting.

Reading and Approval of the Minutes of the Previous Meeting

The reading and approval of the February 24, 2010 minutes was postponed due to a lack of a quorum.

Agenda Item No. 4 – Report of the Executive Director

Ms. Bobbette Glover and Ms. Maria Badrakhan conducted the meeting in the absence of Executive Director Sean Rogan and Assistant Executive Director Dorian Jenkins. Reports were presented on the following items:

Mr. Rogan is attending a meeting in San Francisco on housing transformation. Mr. Jenkins is attending the national Council of Large Public Housing Authorities (CLPHA) conference in Washington, D.C.

Copies of the American Recovery and Reinvestment Act (ARRA) brochure were distributed which provided updates on improvement projects at various housing sites including parking, energy efficiency, elevators and flooring.

The Annual Plan was on the Board agenda of March 23, 2010. The Annual Plan was previously approved by the Housing Commission and subsequently amended, with the following proposed changes: 1) denying assistance to anyone who has been convicted of a criminal offense within the past 5 years or whose imprisonment ended within the past 5 years; 2) revising the Housing Authority policy regarding missed appointments and non-returned documents without good cause. The Board will review the 11 public comments received. The Annual Plan will go to the Board for approval on July 27, 2010.

We have received a \$200,000 Federal Funded Earmark for the Maravilla Literacy Program.

Next month revised by-laws for the Housing Commission will be presented for approval, to include travel and conflict of interest policy.

Ms. Glover presented the following report on Ujima Village:

- A copy of the Ujima progress report has been distributed for review regarding the status of the tenant claims.
- There are currently two occupied units.
- Tenant A has submitted the paperwork for their voucher. We are anticipating that staff has made a commitment to expedite the paperwork.
- We have issued a notice of eligibility to Tenant B advising that they are eligible for a two bedroom voucher.
- The fencing contract for Ujima should be presented to the Housing Commissioners in May.
- In regard to the Ujima claims, we have confirmed with Housing Management that 20 out of the 81 claims matched the system as former tenants.

At the next meeting, a written report will be provided on our participation of the Census. The agency is in cooperation with other County Departments to assist with the outreach and promotion of the Census. We will be sending posters, flyers and notepads to contractors and CDBG participants to assist with making the

deadline for Census submission. A few sites will also have a representative on site to assist citizens with the completion of their Census packets. For more information the County has set up a website www.census.lacounty.gov.

Agenda Item No. 5 - Public Comments

No public comments were presented.

Regular Agenda

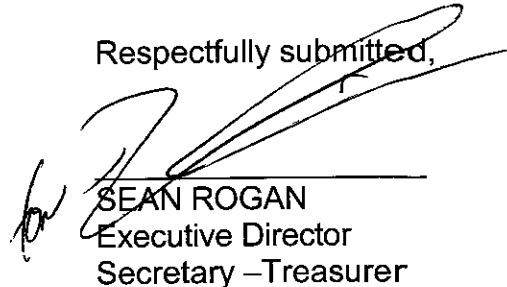
IT WAS DECIDED THAT AGENDA ITEMS 6 THROUGH 9 WILL BE PRESENTED FOR CONSENT AT THE NEXT MEETING.

Agenda Item No. 10 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter requested the status on Nan McKay. Ms. Margarita Lares provided a brief update by stating that the work of the contactor has been completed and that future outsourcing needs will require a more detailed proposal to ensure the selected contractor can provide the overall customer service needed in this area.

Discussion on the above items concluded 12:50 p.m.

Respectfully submitted,



SEAN ROGAN
Executive Director
Secretary –Treasurer

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, February 24, 2010

The meeting was convened at the CDC Headquarters located at 2 Coral Circle, Monterey Park, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Adriana Martinez at 12:10 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Adriana Martinez, Chair	X	
Alberta Parrish, Vice Chair	X	
Severyn Aszkenazy	X	
Lynn Caffrey Gabriel	X	
Henry Porter	X	
Zella Knight	X	
Mary Lou Leggett	X	

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Dorian Jenkins, Assistant Executive Director, Housing Programs
Bobbette Glover, Assistant Executive Director
Maria Badrakhn, Director, Housing Management
Emilio Salas, Director, Administrative Services

GUESTS PRESENT:

Mr. Gary Blasi, Attorney at Law, UCLA School of Law Clinical Program,
representing United Homeless Health Care Partners

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Knight, seconded by Commissioner Porter, the Minutes of the Regular Meeting of January 27, 2010 were approved. Commissioner Aszkenazy abstained.

Agenda Item No. 4 – Report of the Executive Director

Mr. Dorian Jenkins presented the following report:

The Internal Public Audit (IPA) has been completed for the 2009 Fiscal Year. There were two items that were focused on during their observation, covering the 2009 Fiscal Year. The Housing Authority is addressing the audit findings related to late tenant examinations and correct landlord payments

The Housing Authority has obligated all \$7,400,000 in ARRA funding and has met HUD's deadline. Staff is moving forward with the project expenditures and completion.

Ms. Bobbette Glover presented the following report on Ujima Village:

There are currently two occupied units. One single-family household will be served with an Unlawful Detainer and a lock-out is anticipated in six weeks, following the formal court eviction process.

One three-person household has been issued a Revised Notice of Eligibility changing the family's voucher from a three-bedroom to a two-bedroom. The head of household was granted a formal hearing with Housing Management staff and HUD was consulted in the process to ensure that the proper steps were taken. The HOH is not satisfied with the determination and is appealing HUD. A determination has not been made yet, but that decision will be final

A meeting was held with representatives from the Water Board, Department of Parks and Recreation, attorneys and environmental consultants. There has been no movement on the existing claims. It is anticipated that a second fact sheet will be issued near the end of March.

The second request for public records for the Ujima claims is currently at a standstill. One request has been withdrawn.

In response to a question from Commissioner Leggett, Ms. Glover advised that there are no signs posted around Magic Johnson Park or Ujima Village warning the public of any hazards. There are signs restricting fishing in the lake, but that concern is not related to petroleum contaminants.

A request will be brought to the Housing Commission in the future for approval of perimeter fencing and "No Trespassing" signs. Staff will consult with legal counsel to ensure compliance with Proposition 65.

Agenda Item No. 5 – Public Comments

Mr. Gary Blasi, the attorney representing United Homeless Health Care Partners, addressed the Housing Commission regarding the 2010 Annual Plan. Mr. Blasi expressed concerns regarding the adoption of the one strike rule and the homeless rule, which could result in being denied admission or termination from a program due to a missed appointment or failure to submit documents on time. He is also concerned about the extension of the "look back" rule for

drug-related or violent crimes. Mr. Blasi stated that he would like the Commissioners to consider the overall affect that the changes may make on individuals with mental health concerns. He feels that the many potential applicants will not qualify or meet the requirements for assistance.

Regular Agenda

On Motion by Commissioner Gabriel, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:

APPROVE THE ANNUAL PLAN FOR THE HOUSING AUTHORITY OF
THE COUNTY OF LOS ANGELES (ALL DISTRICTS)

AGENDA ITEM NO. 6

1. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Housing Authority's program goals, major policies and financial resources, including the Capital Fund Annual Statement and Five-Year Action Plan, the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program, the Public Housing Lease Agreement, and the Section 8 Tenant-Based Program Administrative Plan.
2. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution approving the Annual Plan for submission to HUD, and authorizing the Executive Director to take all actions required for implementation of the Annual Plan.
3. Recommend that the Board of Commissioners authorize the Executive Director to execute all documents required to receive approximately \$5,900,000 in Capital Fund Program funds from HUD for resident programs, operating costs, and the rehabilitation of 1,787 housing units at 13 Conventional Public Housing Program developments throughout Los Angeles County, as described in the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director to submit the Annual Plan to HUD by April 17, 2010.
5. Recommend that the Board of Commissioners find that the activities in the Annual Plan for Fiscal Year 2010-2011 are not subject to the provisions of the California Environmental Quality Act (CEQA) because they will not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Gabriel, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:

**APPROVE VACANT PROPERTY SECURITY SYSTEM CONTRACT FOR
VARIOUS HOUSING DEVELOPMENTS (ALL DISTRICTS)
AGENDA ITEM NO. 7**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a one-year Contract with Vacant Property Security, Inc. (VPS) to provide a vacant unit security system for the Ujima Village housing development and other housing developments as needed, following approval as to form by County Counsel, using a maximum of \$475,820 in Community Development Commission General Funds and \$5,000 in Conventional Public Housing Operating Funds included in the Housing Authority's approved Fiscal Year 2009-2010 budget for the this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute Contract amendments, following approval as to form by County Counsel, to extend the Contract term for up to two additional years, in one-year increments, at the same annual compensation of \$480,820, using funds to be requested through the annual budget process.
3. Recommend that the Board of Commissioners find that approval of the Contract is exempt from the California Environmental Quality Act (CEQA) because the activities will not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Knight, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:

**APPROVE A CONSTRUCTION CONTRACT FOR THE GENRERAL
REHABILITATION OF THE KINGS ROAD SENIOR HOUSING
DEVELOPMENT IN THE CITY OF WEST HOLLYWOOD (DISTRICT 3)
AGENDA ITEM NO. 8**

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a Contract in the amount of \$3,912,009 with Cal-City Construction, Inc. to complete the interior and exterior rehabilitation at the Kings Road senior housing development, using \$1,800,000 in Kings Road Operating Revenue and \$2,112,009 in Community Development Commission General Funds and following approval as to form by County Counsel.

2. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders not exceeding \$782,401 for unforeseen project costs, using the Community Development Commission General Fund loan and following approval as to form by County Counsel.
3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the activities will not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Gabriel, seconded by Commissioner Porter, and unanimously carried, the following was approved by the Housing Commission:

APPROVE CONSTRUCTION CONTRACT FOR WOOD REPAIR AT THE
NUEVA MARAVILLA HOUSING DEVELOPMENT IN UNINCORPORATED
EAST LOS ANGELES (DISTRICT 1)
AGENDA ITEM NO. 9

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with CJPRO Inc. to complete the exterior improvements at the Nueva Maravilla housing development, following approval as to form by County Counsel, and using a total of \$258,300 in Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$51,660 for unforeseen project costs, using the same source of funds.
3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Parrish, seconded by Commissioner Knight, and unanimously carried, the following was approved by the Housing Commission:

APPROVE CONSTRUCTION CONTRACT FOR AIR CONDITIONER
REPLACEMENT AT THE QUARTZ HILL I AND II HOUSING DEVELOPMENTS
IN UNINCORPORATED QUARTZ HILL (DISTRICT 1)
AGENDA ITEM NO. 10

1. Recommend that the Board of Commissioners approve and authorize the Executive Director to execute and if necessary terminate a Contract with Western Group Inc., for Heating, Ventilating, and Air Conditioning (HVAC) improvements at the Quartz Hill I and II housing developments, following approval as to form by County Counsel, and using a total of \$346,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2009-2010 budget for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not exceeding \$34,600 for unforeseen project costs, using the same source of funds.
3. Recommend that the Board of Commissioners find that the approval of the Contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

On Motion by Commissioner Gabriel, seconded by Commissioner Porter, and unanimously carried, the following was approved by the Housing Commission:

AUTHORIZE USE OF SECTION 8 ADMINISTRATIVE FUNDS TO PROVIDE
LEASED VEHICLES WITH A FULL MAINTENANCE SERVICE PROGRAM
(ALL DISTRICTS)
AGENDA ITEM NO. 11

1. Recommend that the Board of Commissioners authorize the Executive Director to use up to \$110,000 in Section 8 administrative funds to fund a five-year contract between Enterprise Fleet Management and the Community Development Commission (Commission) to provide five leased vehicles with a full maintenance service program for Antelope Valley Section 8 inspectors.

On Motion by Commissioner Porter, seconded by Commissioner Gabriel, and unanimously carried, the following consent item was approved by the Housing Commission:

CONCURRENCE TO APPROVE CONSTRUCTION CONTRACT FOR
COMMON AREA FLOORING REPLACEMENT AT FOUR WEST
COUNTY HOUSING DEVELOPMENTS (DISTRICT 3)
AGENDA ITEM NO. 12

1. Concur with the Board of Supervisors/Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a contract with JR Universal Construction, Inc. to complete the replacement of common area flooring and other associated work at the Marina Manor I and II housing developments, Palm Apartments and West Knoll Apartments, using \$335,171 in American Recovery and Reinvestment Act Capital Fund Program (ARRA CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) for this purpose.
2. Concur with the Board of Supervisors/Commissioners' action and authorize the Executive Director to approve contract change orders not exceeding \$67,034 for unforeseen project costs, using the same source of funds.
3. Concur with the Board of Supervisors/Commissioners' action and authorize the Executive Director to incorporate \$402,205 in ARRA CFP funds into the Housing Authority's approved Fiscal Year 2009-10 budget for the purposes described above.
4. Concur with the Board of Supervisors/Commissioners' action and find that approval of the contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

Agenda Item No. 13 – Housing Commissioner comments and Recommendations for Future Agenda Items

Commissioner Porter commented on the following:

Commissioner Porter asked about the parking lot construction status for Orchard Arms. He expressed concerns regarding the coring of the parking lot and asked if there were any problems with the thickness. Mr. Geoffrey Siebens, Construction Management Division Manager, responded that the original parking lot designs were based on the current conditions, but as the construction progressed, prior to the concrete placement, surface differences were discovered which were subsequently addressed. Commissioner Porter asked if there is someone on-site to verify that the work is completed according to the required specifications and suggests that it be someone at the inspector level. Mr. Siebens responded that staff supervises the work, and the contractor must adhere to county and city codes. Mr. Siebens added that Housing Authority inspectors as well as County Building and Safety inspectors oversee the concrete placement.

Commissioner Aszkenazy added that we may want to look into having the coring done in advance, to reduce the time and money spent during the duration of the project for any unforeseen instances.

Commissioner Parrish added that work is being performed on the entire parking lot and that residents are experiencing problems due to the very limited street parking. Mr. Siebens responded that he is working with Housing Management staff and with the residents to minimize the inconvenience. Mr. Sean Rogan, added that immediate follow up will be taken regarding this matter.

Commissioner Gabriel inquired on the contractor's warranty period. Mr. Siebens responded that normally they have a one year warranty on any defect of the job.

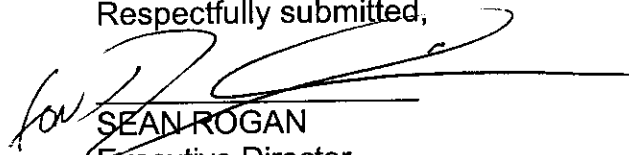
Commissioner Gabriel commented that she is appreciative of the knowledge that Commissioner Porter and Commissioner Aszkenazy have with the technical points of the construction jobs. She requested that going forward, the Commissioners be better informed as to the technical terminology and the various aspects of the projects.

Commissioner Martinez agreed that we are fortunate to have Commissioner Porter and Commissioner Aszkenazy, but she concurs that clarification should be provided when specific language or acronyms are used.

Commissioner Porter asked for an update on the new Commissioner list and organizational chart. An updated list will be provided at the next meeting.

On Motion by Commissioner Porter the Regular Meeting of February 24, 2010, was adjourned at 1:23 pm.

Respectfully submitted,


SEAN ROGAN
Executive Director
Secretary – Treasurer

News Articles

Justice News Flash, premises liability

/ Los Angeles CA injury: Ujima Village residents claim to be exposed to toxins

Los Angeles CA injury: Ujima Village residents claim to be exposed to toxins

2010-04-17 15:45:11 (GMT) (JusticeNewsFlash.com - Justice News Flash, premises liability)

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Legal news for California premises liability attorneys. Four hundred people file suit against L.A. County over Ujima Village contamination.

California premises liability attorneys alerts- Los Angeles County and Exxon-Mobile face lawsuit filed by Ujima Village residents who say they were exposed to dangerous toxins.

Los Angeles, CA—Los Angeles County has been sued by 400 people, who contend they were exposed to dangerous toxins while living at the county owned Ujima Village housing complex in Willowbrook. The civil lawsuit, which was filed in the Los Angeles County Superior Court on Friday,

April 9, 2010, says the site's developer and former property owner, Exxon-Mobil, hid the evidence of the hazardous contamination, as reported by the Los Angeles Times.

The lawsuit alleges that the 300-unit housing complex was built on a former oil tank storage site, which has caused cancer, leukemia, miscarriages, respiratory distress, chronic infections, asthma and cognitive and neurological problems among the residents. The plaintiffs are asking for unspecified damages for back rent, injuries, medical costs and what they believe are wrongful deaths of nearly 38 former residents.

Exxon Mobile stated they were informed of the "potential concerns with soil conditions" at Ujima in 2007. Exxon claims that it has been working with the Los Angeles Regional Water Quality Control Board, and other state and local agencies to investigate the claims. Exxon also contends the lawsuit was filed without the benefit of the facts, and that "Regulatory officials have investigated and found no evidence to date of an immediate public health concern due to environmental conditions at Ujima Village."

Legal News Reporter: Nicole Howley-Legal news for California premises liability lawyers.

Tags: [California premises liability attorneys](#), [dangerous toxins](#), [exxon mobil](#), [hazardous contamination](#), [lawsuit](#), [Los Angeles County](#)

Written by Nicole · Filed Under [Justice News Flash](#), [premises liability](#)

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- [Spokane WA bus accident: School bus crash hospitalized 5 in Spokane Valley](#)
- [Houston TX sexual harassment: Female Houston fire fighter files harassment suit](#)
- [Los Angeles CA injury: Ujima Village residents claim to be exposed to toxins](#)
- [San Diego CA medical malpractice: Scripps Mercy fined for misplaced sponge](#)
- [Consumer product safety: Recall of sexual enhancement products expanded](#)
- [Lee County Kentucky bus accident: 3 injured](#)
- [Defective Product News: Mares Nemo Air Dive Computers recalled](#)
- [Indianapolis Indiana injury: DUI-related hit-and-run crash injured 2 teens](#)
- [Wheeling Illinois aviation news: wrongful death lawsuit filed in plane crash](#)

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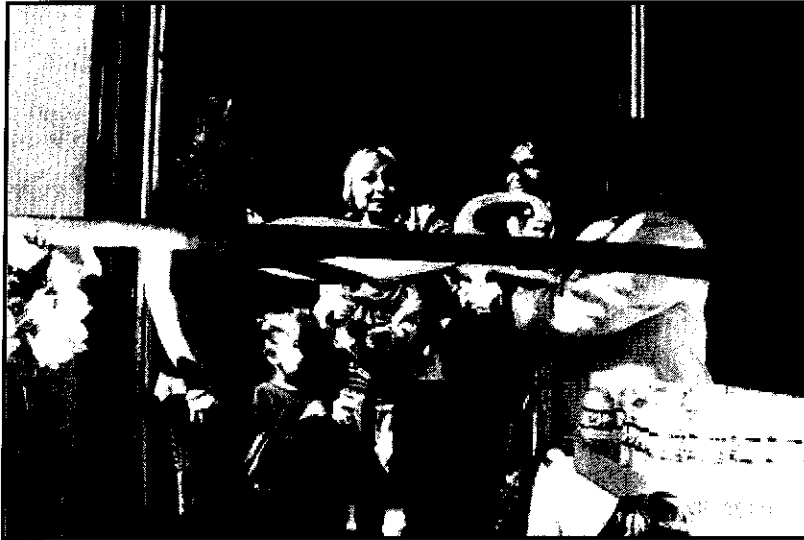


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Revitalization Project Targets East L.A. Businesses

Posted By [admin](#) On April 15, 2010 @ 4:09 pm In [East Los Angeles](#), [Wall Street East](#) | [No Comments](#)

Los Angeles County Supervisor Gloria Molina in partnership with the County's Community Development Commission (CDC) dedicated a 10 storefront Community Business Revitalization Project (CBR) in East L.A. April 7.



[1]

The Community Development Commission (CDC) supports their neighborhood by working with residents and business owners in eligible parts of East L.A. to make improvements to the interior and exterior of their businesses.

"Many of us have driven past business corridors with storefronts that need façade improvements and wondered what a difference that would make," said Molina. However not all businesses can afford to make those improvements on their own, she said. That is why the CBR program exists.

The program helps "our mom and pop shops" which help improve the overall aesthetics and amenities of the neighborhood, said Molina.

"Once one business makes improvements, others follow – and soon, the entire block is revitalized."

The storefront CBR program includes 10 businesses that received improvements of new signs, awnings, tile and paint. Project funding included \$35,572 in Community Development Block Grant fund and \$9,857 from the property owner.

The commercial facade improvements to businesses in designated areas of L.A. County that CBR provides, offer financial and technical assistance, design, construction and inspection services, according to a press release from the CDC. Not only do they make corrections to code violations but also they make improvements to the exterior of buildings.

The CBR program receives a maximum of \$50,250 in federal, state or local funds and a combination of owner contributions.

Nation

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Suit blames deaths on housing site in LA County

Associated Press**04/13/10 1:50 PM PDT**

LOS ANGELES — More than 400 people have filed a lawsuit against Los Angeles County and Exxon Mobil Inc., claiming exposure to toxins caused at least 38 deaths and a variety of medical problems at a shuttered housing complex.

The lawsuit filed Friday by former residents and their survivors blames toxic soil and vapors for cancers, miscarriages, rashes, asthma and other problems among residents of the county-owned Ujima Village in Willowbrook.

The 300-unit complex was closed by the county in 2008. It was built in 1972 on a former oil tank storage site.

The lawsuit is seeking unspecified damages to compensate for back rent, injuries, medical costs and what were alleged to be wrongful deaths.

Elisa Vasquez, a spokeswoman for the county Housing Authority, referred questions to the county attorney's office. Assistant County Counsel Joyce Aiello told The Associated Press they were continuing to review the complaint and had no "specific comment on the allegations themselves yet."

Gas and oil contamination was discovered underground, but Exxon Mobil said no immediate public health threat was found by state and local regulators.

In a statement, the company said it learned of the potential concern with soil conditions in 2007 and has since been working with the Los Angeles Regional Water Quality Control Board and other state and local agencies to conduct an extensive environmental investigation.

Attorneys for the plaintiffs and their families said their clients were never told they were living on contaminated property.

"They weren't advised that testing showed topsoil and vapors coming from the soil were hazardous to them," lawyer Jeff Coyner said.

The complex in South Los Angeles was built by a group of African-American architects and developers

who dubbed it Ujima — a Swahili term meaning collective work and responsibility.

The complex was taken over by the U.S. Department of Housing and Urban Development in 1990 after decades of mismanagement. The county purchased it five years later then tried to sell it while facing \$20 million in renovations.

Information from: Los Angeles Times, <http://www.latimes.com>

Topics

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Ken Garcia

*People, Power,
Politics*

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Hundreds sue L.A. County over Ujima Village contamination

Former residents and their survivors seek unspecified damages for alleged toxic exposure.

By Molly Hennessy-Fiske

9:52 PM PDT, April 12, 2010

More than 400 people, former residents of the county-owned Ujima Village housing complex in Willowbrook and their survivors, have sued the county, the site's developers and former property owner Exxon-Mobil, contending that they were exposed to toxins while evidence of hazards were concealed.

In a civil lawsuit filed Friday in Los Angeles County Superior Court, the plaintiffs allege that contamination at the 300-unit complex built on a former oil tank storage site caused cancer, leukemia, miscarriages, respiratory distress, chronic infections, asthma, anemia and cognitive and neurological issues. They are demanding unspecified damages to compensate for back rent, injuries, medical costs and what they contend are the wrongful deaths of at least 38 former residents.

Elisa Vasquez, a spokeswoman for the county's Housing Authority, said Monday that she had not seen the lawsuit and could not comment.

ExxonMobil officials said in a statement that they were first informed of "potential concerns with soil conditions" at Ujima in 2007 and have since been working with the Los Angeles Regional Water Quality Control Board and other state and local agencies to conduct an extensive environmental investigation.

They said the lawsuit was filed without benefit of the facts.

"Regulatory officials have investigated and found no evidence to date of an immediate public health concern due to environmental conditions at Ujima Village," the statement said.

Attorneys for the Ujima families contend their clients were kept in the dark about the hazards.

"Residents were oblivious to the fact that the county had been renting them properties that were contaminated," said one of their attorneys, Jeff Coyner, of Ventura-based Anderson Kill Wood & Bender. "They weren't advised that testing showed topsoil and vapors coming from the soil were

A black and white advertisement for Charter. At the top, it says "Get up to \$300+ BACK!" in large, bold letters. Below this, it says "On our best online deals featuring NEW faster Internet!". Underneath the text are three icons: a laptop, a desktop monitor, and a mobile phone. At the bottom left is the Charter logo, and at the bottom right is a button that says "LEARN MORE" with a right-pointing arrow.

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hazardous to them."

Faye Tolliver, 47, said she and other Ujima residents repeatedly asked county officials about risks but were always told the contamination was deep underground.

Tolliver, a special education teacher with the Los Angeles Unified School District, who lived at the complex from 1983 until January, said she and her daughter suffered rashes and breathing problems until moving out.

Ujima Village was built in 1972 by a group of African American architects and developers -- *ujima* means "collective work and responsibility" in Swahili. After decades of mismanagement and dilapidation, the complex was taken over by the U.S. Department of Housing and Urban Development in 1990. Los Angeles County purchased it for \$1 five years later. With \$20 million in renovations needed by 2004, the county tried to sell.

Developers discovered gas and crude oil contamination and by 2008 the California Regional Water Quality Control Board had ordered the county Housing Authority and Exxon to test and clean up the site.

In November 2008, L.A. County supervisors voted to close the complex and relocate remaining tenants.

molly.hennessy-fiske@latimes.com

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Section 8: Money for nothing, home for free

*This story appeared in the Antelope Valley Press
Sunday, April 11, 2010.*

Newsroom wags used to have a saying when a particularly outlandish story crossed the radar, a saying, like Jeopardy, in the form of a question: "Have we all gone mad?" It's a reasonable question watching the fruit of yet another allegedly illicit Section 8 abuse that apparently went on for years.

A Palmdale woman, Barbara Collins, 45, gets arrested Thursday along with her daughter, Aundreal Collins, 27, with authorities contending the mother-daughter team misused nearly \$50,000 in Section 8 rent subsidy benefits over the course of nearly a decade.

Here's the kicker: Rent on a two-story, four-bedroom west Palmdale home was \$24 while the federal subsidy paid for the rest of the \$1,900 monthly rental. If you work and pay taxes, that means you paid for the Collins' hospitality.

Ergo, the question: "Have we all gone mad?"

Most working people would enjoy living in a two-story, four-bedroom home in a nice neighborhood. Nice, new home by the way. And most working people find \$2,000 a month in mortgage out of their grasp after they pay their taxes.

So, who are they paying their taxes to house? Here was the answer in west Palmdale the other day.

Not only were they paying for mother and daughter Collins. They were paying the mis-directed and mis-applied rent subsidy to house a parolee recently released from prison, another unidentified man, a homeless woman and four children.

In one view of it, there ought to be decent shelter, for the children, and for the homeless woman, perhaps, if she attempts legitimate contact with the system.

By why should we poor working stiffs be paying our taxes to provide free rent in upscale digs in order to host criminals in our neighborhoods? We are billing ourselves to be our own victims.

Another couple of footnotes about mother and daughter Collins. Aundreal Collins, according to sheriff's Sgt. Kyle Bistline, has been on probation since

April 2009 for an auto theft conviction and was listed on her probation records as living at a different address. Barbara Collins, is on probation for burglary and identity theft from 2009 convictions, Bistline said.

Apparently there is no room to house them in California's jail or prisons, but when she was locked up, Barbara Collins got paid anyway. The elder Collins, Bistline said, told deputies she had been sentenced to six months in prison in 2003 but collected Section 8 housing benefits while serving time. Both women were booked on suspicion of perjury, a felony, and grand theft, deputies said. The women were jailed in lieu of \$20,000 each.

Now we must ask, "Is there a federal program to provide bail for the suspected Section 8 abusers, who are also tied to auto theft, identity theft and burglary?" If not, why not?

Again, the old newsroom question: "Have we all gone mad?"

In a separate but related development, it was reported this past week that with more Section 8 families moving into its jurisdiction and Southern California rents running higher than federal formulas project, Los Angeles County's housing authority was expected to receive an additional \$18 million in federal funding to sustain its Section 8 rental subsidy program.

The money comes from the U.S. Department of Housing and Urban Development and backfills a projected \$265 million budget for the Section 8 program this fiscal year. There are 21,343 contracts countywide.

"We recognized what was going on with the economy and wanted to assist as many families as we could," said Dorian Jenkins, assistant executive director of the Housing Authority of the County of Los Angeles.

Fully funded by the federal government, Section 8, also known as the Housing Choice Voucher Program, is at its capacity in Los Angeles County, and officials have closed the waiting list with nearly 180,000 applicants in line.

So, apparently mother and daughter Collins got to the line ahead of the other 180,000 waiting applicants.

What line do the rest of us get into to acquire a \$2,000 a month house for \$24 bucks? We won't even mount a crime spree. Promise. With the federal government, we think that is called "an incentive."

One more time: "Have we all gone mad?"

Rent: \$24 a month Section 8: priceless

Two women suspected of perjury

*This story appeared in the Antelope Valley Press
Friday, April 9, 2010.*

By JENNIFER SANTOS
Valley Press Staff Writer

PALMDALE - A Section 8 rent subsidy recipient and her daughter were arrested Thursday after deputies said the two had stolen nearly \$50,000 in Section 8 benefits by lying on documents for nearly a decade.

Barbara Collins, 45, and Aundreal Collins, 27, were arrested at a two-story, four-bedroom west Palmdale home for which deputies said Barbara Collins was paying \$24 a month for rent while the government paid about \$1,900.

"We came here today to do a probation search," said Sgt. Kyle Bistline of the Palmdale Partners Against Crime team. "While we were here, we found out that it was assisted by Section 8 and that the head of household was also on probation."

Besides the Collins duo, deputies said they found in the house a homeless woman, a parolee recently released from prison, another man and Aundreal's toddler daughter. Three other children are believed to live at the home but were at school when deputies arrived.

Aundreal Collins has been on probation since April 2009 for an auto theft conviction and is listed on her probation records as living at a different address, Bistline said. Barbara Collins is on probation for burglary and identity theft from 2009 convictions, Bistline said.

Bistline said the elder Collins told deputies she had been sentenced to six months in prison in 2003 but collected Section 8 housing benefits while imprisoned.

Both women were booked on suspicion of perjury, a felony, and grand theft, deputies said. The women were jailed in lieu of \$20,000 bail each.

The investigation was part of an ongoing effort by Palmdale Partners Against Crime deputies and Los Angeles County officials to identify people who

committed fraud to obtain aid through the federal Section 8 rental subsidy program or who are breaking Section 8 rules by taking in unauthorized tenants, selling drugs or committing other violations.

The younger Collins at first told deputies she was not living at the Plumeria Lane home, but after deputies escorted her outside the home in handcuffs, they said she admitted to being a resident there, Bistline said.

The woman told deputies that she started filling out Section 8 applications when she was 15 because she knew she would need the aid eventually, said Deputy Paul Murphy.

Sheriff's officials said they first visited the house last week looking for a person wanted on a warrant. During Thursday's search, they said they found a small amount of marijuana and a guest who told deputies she was homeless and had been living there for a short time until she found a home.

A recently released prison parolee was also found inside the house, but he was not arrested. Another man found inside the home told deputies that he is a painter and a property manager.

Parked in the driveway were a Nissan sport-utility vehicle, a Toyota Camry and a Dodge Magnum station wagon. At the curb were Lexus and Acura sedans, but deputies said they don't know to whom the sedans belong.

Investigators said both Collinses are not employed but are enrolled in classes at Antelope Valley College. The elder Collins is studying interior design and the younger Collins is studying chemistry, Bistline said.

"There are people that are in need of Section 8," said Bistline. "We've been to several houses where you have elderly or those who are disabled. The problem is ... most of the Section 8 locations that I go to have issues, a legal issue or one that's a violation of Section 8. That's only because I'm called to the problem locations. There's places where we have been where there's not a problem."

jsantos@avpress.com

Report: FBI probes actions by LA housing dept.

The Associated Press

Posted: 04/08/2010 05:47:02 PM PDT

Updated: 04/08/2010 08:11:22 PM PDT

LOS ANGELES—The FBI has been investigating why the city's housing department gave \$26 million to a developer who was under investigation for misusing public funds, the Los Angeles Times reported Thursday.

The Housing Department put the city at financial risk by failing to review the financial partners involved in building Bonnie Brae Village, a housing project for homeless and disabled seniors, City Controller Wendy Greuel said.

FBI spokeswoman Laura Eimiller said she couldn't confirm the investigation.

One of the financial partners in the affordable housing project, CDR Financial Products Inc. and its founder David Rubin, was indicted in a separate case in New York last year. But the developer, Enhanced Affordable Development Co., failed to disclose that on the city loan application.

Because of the Housing Department's failure to review the affordable housing project, the city Housing Authority withdrew Section 8 rental vouchers that would pay the tenants' rent. The Housing Authority is a separate city agency funded by the federal Housing and Urban Development department.

Without rental income, the developer could default, leaving the city on the hook for \$26 million, Greuel said.

The 92-unit apartment building has been sitting empty since October, while qualified seniors stay in homeless shelters or pay market rate rents that they can't afford.

The Housing Department's new general manager, Doug Guthrie, said he was working to find a way to "get these people housed."

The department's interim manager asked the controller to conduct an audit of the deal. The audit found that the department knew about the investigation into the developer's financial partners but proceeded with the deal anyway.

"How they could be so cavalier and careless in handling taxpayer dollars is beyond me," Greuel said.

Rubin and his attorney, Donald Etra, could not be reached for comment.

Marc Gelman, chief executive of Enhanced Affordable, said the company had done nothing wrong and has severed ties with Rubin.

"I have an empty building that every day costs money to operate, pay the debt ... a minimum of a few thousand dollars a day," Gelman said. "And these poor homeless people, we have them coming to our office, our building, on a daily basis."

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The Sentinel-Thursday, April 8-14, 2010

Supvr. Ridley-Thomas Leads Board in Proclaiming April as Fair Housing Month in Los Angeles County

Supervisor Mark Ridley-Thomas today led the Board in proclaiming April as Fair Housing Month in the County of Los Angeles, observing the 42nd anniversary of the enactment of Title VIII of the Civil Rights Act of 1968 signed into law by Congress.

Enforcement of Title VIII guarantees the right to equal housing opportunities for all persons regardless of race, color, religion, and national origin. Amendments to the law broadened the protections to include gender, families with children, and people with disabilities.

The Supervisor welcomed Marisol Arzate, Director of Outreach and Education for the Housing Rights Center, which provides residents with the opportunity to actively support fair housing through various activities offered throughout the year.

The Supervisor thanked the organization for its work in advancing equality and to providing residents with the needed resources to pursue home ownership.

The County of Los Angeles, through the Community Development Commission of the County of Los Angeles, supports and promotes fair housing activities in conjunction with the Housing Rights Center, Fair Housing Foundation of Long Beach, and the San Fernando Valley Fair Housing Council.

Each year, the nation celebrates the rights granted under the Act during the month of April.

The County's Community Development Commission serves as the Housing Authority within the County, administering both the Section 8 Housing Choice Voucher and Public Housing. The Section 8 Housing Choice Voucher program has approximately 21,000 vouchers available with over 10,000 partner property owners.

"We recognize the value and importance of the rights guaranteed under Title VIII of the Civil Rights Act of 1968," the Supervisor said. "I encourage everyone to take an opportunity to explore the various ways in which you can contribute to the work of equality in the County of Los Angeles."

At the request of Supervisor Ridley-Thomas, the Board of Supervisors today approved a request to explore the feasibility of establishing an interagency information sharing system to better protect the health, welfare and rights of children under the care of the Department of Children and Family Services.

In response to Supervisor Ridley-Thomas' August 18, 2009 request to explore new technology to improve how various County agencies share potentially life-saving information, the County's Chief Executive Officer issued a report on April 1 on the

analysis of the FCI Replacement System.

The existing FCI system allows County departments to share information regarding children services, health services, law enforcement, mental health services, probation, schools and social service agencies. The system is currently designed primarily for information sharing, rather than prevention and early intervention.

The existing FCI's "pointer system" informs case workers that a record exists and provides the name of a contact person, who often is not able to be reached.

"Social workers responsible for the well-being of children should have every piece of available information to get our children out of dangerous situations before it's too late," Supervisor Ridley-Thomas said.

"The CEO's recommendations serve as the first step in replacing a 'pointer' system with one that provides immediate case information to an investigator, first responder, or others employed or engaged by the County of Los Angeles to protect the health, welfare and rights of children under the care of DCFS."

The CEO's memo included research and analysis conducted by the CEO's office, Chief Information Officer, DCFS and County Counsel, on other computer systems that could enhance or replace the FCI "pointer sys-

tem" and the benefits of improving information sharing.

The CEO's memo also discussed potential legislative changes that must be reviewed and considered in the development of any information sharing system.

The Supervisor instructed the CEO to report back in 30 days with recommendations to ensure that any system change complies with federal and state law, including funding requirements and privacy statutes. He urged the report to include a timeline of key milestones in the process.

IDEAS AND TRENDS

AFFORDABLE HOUSING

Policy Memo Suggests Conversion Of FHA-Held Homes to Rental Units

Foreclosed homes acquired by FHA could be converted to energy-efficient affordable rental housing that could then be packaged and sold off to private investors, reducing the overall cost to the federal government, according to a policy memo from the Center for American Progress (CAP), a liberal think tank.

The proposed green rental home program "would help mitigate the home foreclosure crisis, improve rental opportunities for families in need of better rental homes, and boost jobs growth at a critical time in our economy's nascent recovery," says the memo, which was written by Andrew Jakobovics, CAP associate director for housing and economics.

In addition, according to the memo, the program would help stabilize local housing prices by keeping foreclosed properties out of the resale market while they are maintained as rentals.

Details of Proposal

Under the proposal, FHA's inventory of real estate owned (REO) properties would be catalogued by geographic area, to identify the properties that would make good rental housing.

Rural and exurban homes may be less attractive as rentals because of long commutes to work, the memo says, while suburban properties in good school districts will likely have stronger rental demand.

Because the costs of managing a widely scattered rental housing portfolio can deter private investors, the memo adds, the government must be "strategic" in identifying properties to aggregate, retrofit, and rent.

Moreover, according to the memo, even though rental properties will be pooled in relatively small areas, they will still be scattered throughout neighborhoods, so rental management companies with expertise in scattered-site housing must be found to manage the portfolios for prospective investors.

"In some markets, contracting out to public housing agencies may be an option, as some of them have expertise in this line of business," the memo says. "Public housing agencies may also be interested buyers of the portfolios, particularly those looking for a way to deconcentrate their housing stock, which is often found in only a handful of neighborhoods within their jurisdiction."

Rehabilitation

Because REO properties often have significant damage by the time FHA acquires them, the memo notes, they will need rehabilitation to be suitable for rental.

The properties should be rehabilitated according to HUD's housing quality standards (HQS), the memo says, and they should also be retrofitted in a way that is consistent with green building and weatherization programs.

Rents would be capped at HUD fair market rents (FMRs) to assure long-term affordability, and affordability requirements would be attached to the deeds when the properties are sold to private investors.

Program Expansion

While the proposal deals specifically with FHA-owned properties, the memo says the concept could be expanded to include foreclosed homes held by Fannie Mae and Freddie Mac.

In that case, it says, a separate limited-purpose public corporation capitalized with public funds could be set up to acquire foreclosed properties from FHA, Fannie Mae, and Freddie Mac, enhancing the capacity to pool properties in concentrated areas.

The corporation could also acquire already rehabilitated properties from nonprofits participating in the neighborhood stabilization program (NSP), the memo says, allowing the nonprofits to recycle NSP funds much faster than if they retained ownership interests in rental housing.

"This is particularly important given the mandate of using 25 percent of the (NSP) funds for low-income households, which are unlikely to be appropriate candidates for homeownership," the memo says.

("An Untapped Source of Green Rental Homes" is available at www.americanprogress.org.)

ASSISTED HOUSING

Urban Institute Develops Hard-to-House Template To Identify Needed Services

Studying hard-to-house residents in Chicago public and assisted housing, the Urban Institute has developed a profile of three distinct groups and the intensive services that each group needs to live stable lives. The groups in the study are described as strivers, who are the least vulnerable; the aging and distressed; and high-risk residents, who are unable to live independently and need supportive housing.

The research is related to the HOPE VI revitalization program, which has replaced hundreds of distressed public housing buildings with new, mixed-income developments, with a service component for residents.

However, the Urban Institute identified concerns about residents' low rates of return to the new developments, a loss of public housing, and the program's inability to help the most vulnerable families who aren't eligible for

FINANCE, MANAGEMENT AND DEVELOPMENT

PUBLIC HOUSING

HUD Approves Operating Funds To Federalize New York Projects

HUD gave final approval to a plan to rehabilitate 20,139 units in 21 state- and city-financed public housing developments in New York City and federalize 11,743 of the units by providing continued annual operating subsidy funds. Financing includes bonds and low-income housing tax credits.

In a March 15 ceremony at Rutgers Houses, HUD Secretary Shaun Donovan and John Rhea, chairman of the New York City Housing Authority (NYCHA), signed documents related to a multi-step process that approves NYCHA's use of capital funds from the American Recovery and Reinvestment Act (ARRA) for the modernization plan.

Capital funds provided through ARRA aren't subject to the statutory prohibition on the use of capital and operating funds to expand the public housing inventory, which allowed NYCHA to obtain operating subsidy for some units and alleviate a structural budget deficit. (For background, see *Current Developments*, Vol., 38, No. CD-1, p. 20.)

State, City Units

The 20,139 units that will be rehabilitated with AARA, private, and public funds were built from 1949 to 1978 using New York City and New York state bonds. For almost a decade, the housing was owned, managed, and maintained by NYCHA without operating funds from the state or city.

In 1995, HUD approved the addition of the 21 developments to NYCHA's annual contributions contract (ACC) to allow the housing authority to use federal operating funds and capital funds for project expenses. However, this approval did not include any additional HUD funds for the developments, a situation that drained resources from NYCHA's original federal public housing portfolio.

To lessen the financial burden, HUD in 2008 approved the conversion of 8,400 of the units from public housing to the voucher program or non-dwelling use. As a result of HUD's approval, 11,743 units will be eligible to receive HUD operating subsidies in fiscal 2011.

A total of 6,160 units that have not been converted to voucher assistance will not receive an operating subsidy directly but will get operating funds received for other public housing operated by NYCHA and from other sources that include sales proceeds and fees.

Financing Arrangement

A two-step financing process was used for the acquisition and rehabilitation transaction. The first step involves a mixed-finance arrangement for the sale of 13 projects

with about 14,500 units to a limited partnership, with NYCHA as managing partner and Citi as a limited partner and tax credit investor. Development costs will total about \$790 million, including a sales price of \$590 million and \$200 million to \$250 million in rehabilitation expenses.

Financing sources in the deal include \$358 million in tax-exempt private activity bonds accompanied by \$210 million in equity from 4 percent tax credits. The bonds are being issued by the New York Housing Development Corporation (HDC), and Citi is purchasing the tax credits. Citi is also purchasing tax-exempt bonds in three installments, with the last series to be purchased in 2011.

As part of this transaction, two other bond issues from HDC totaling \$92 million will be purchased by Goldman Sachs and other investors, with Citi as the senior bond manager. A \$24 million bond issue will be secured by project revenues, and a \$68 million issue will be backed by AARA grant funds.

The remaining \$130 million for the first transaction will be made up of mortgage loans taken back by NYCHA as seller of the properties. Some of the NYCHA loans will be repaid during construction. By 2013, most of the debt will be repaid, leaving only \$23 million in 30-year bonds and Citi's tax credit investment as the major portions of the permanent financing.

Sale of Eight Projects

The second piece of the financing involves the sale of eight projects with about 5,000 units for \$3 million to a limited partnership controlled by NYCHA. About \$50 million in rehabilitation costs and \$8 million in transaction costs will bring the total cost to \$61 million.

The sources of funds for this transaction are \$30 million in AARA capital grant funds, a \$28.4 million, 30-year bond issue to be repaid with net operating income, and \$3 million from the sales proceeds.

The housing units in both of the transactions have previous debt from outstanding state bond issues, but the state pays the debt service on the bonds.

MORTGAGE FINANCE

FHA Revises Multifamily Mortgage Calculations to Exclude Land Costs From Statutory Per Unit Limits

HUD has revised the calculation of FHA multifamily mortgage limits by removing land costs from the portion of the mortgage attributable to dwelling units, a step the department says should facilitate FHA financing in high-cost areas.

The change was announced in Mortgagee Letter 2010-10 and HUD Notice H 10-07, which were released on

COURTS

FAIR HOUSING

Multifamily Zoning Restrictions Didn't Violate Prohibition on Discrimination Against Handicapped

Zoning restrictions on the construction of multifamily housing didn't violate the ban on discrimination against the handicapped in the Fair Housing Act or Americans with Disabilities Act (ADA), held the U.S. Court of Appeals for the Second Circuit, affirming the district court ruling. (*Quad Enterprises Co., LLC v. Town of Southold*, No. 09-2963-cv, 2010 WL 807946 (2nd Cir. (N.Y.)), March 10, 2010)

The case involved an attempt to build an age-restricted multifamily project in Southold, N.Y., which was blocked by density and building-type restrictions of the zoning code.

Plaintiffs first argued that they had established a prima facie case of discrimination under the disparate impact theory, which the court noted is analyzed under a modified version of the McDonnell Douglas burden-shifting method used in employment discrimination cases.

Under this test, the plaintiffs must show that a facially neutral policy or practice has had a significantly adverse impact on a protected class and that there is a causal connection between the policy and discriminatory effect.

In this case, the court said, the plaintiffs have identified the zoning code as a facially neutral policy, and they alleged that the restrictions in the code prevented them from building a multifamily development for the elderly, thereby limiting the access of the handicapped to desired types of housing.

Court Ruling

Citing the district court ruling, the court noted that the zoning restrictions limit only the number and type of handicapped-accessible units which can be built, not whether they can be built at all.

Moreover, the court said, since plaintiffs are being prevented from building a multifamily age-restricted project, they need to show that this restriction has a disproportionately adverse impact on handicapped individuals, since age itself is not a protected category under the Fair Housing Act or the ADA.

"Notwithstanding that the planned development was so designed that federal regulations would require nearly all units to be handicapped-accessible," the court said, "Plaintiffs have provided neither statistical nor qualitative evidence that handicapped seniors have a proportionally greater need or preference for this type of multifamily age-restricted unit than do non-handicapped seniors."

In addition, the court said, simply presenting evidence

that there is a shortage of handicapped-accessible housing in the town of Southold compared to its handicapped population doesn't show that the neutral policy at evidence is the cause.

Other Claims

The plaintiffs also argued that they had made out a prima facie case of disparate treatment discrimination under the Fair Housing Act, but the court said they failed to make the required showing that animus against the handicapped was a significant factor in the town's application of its zoning rules.

The court also upheld the district court ruling that the plaintiffs failed to make a prima facie case of discrimination based on a failure to reasonably accommodate a handicap.

"In this case," the court said, "Plaintiffs have failed to show that permitting them to build a multifamily age-restricted development is or may be necessary to allow handicapped seniors an equal opportunity to use and enjoy housing in the community."

In addition, the court said, the plaintiffs have not shown that development of handicapped-accessible units is financially infeasible at the lower densities required by the current zoning. "Therefore," the court concluded, "we need not consider whether the requested accommodation is reasonable."

The court affirmed the judgment of the district court.

SECTION 8

Court Won't Rule on Standing of Owner of Leased Property to Join Breach of Contract Suit Against HUD

Whether the owner of a project leased to a housing authority for use in the Section 8 program could join the authority's suit against HUD for breach of the housing assistance payments (HAP) contract must be decided at trial, the U.S. Court of Federal Claims ruled, rejecting both sides' motions for summary judgment. (*Haddon Housing Associates, LLC v. United States*, No. 07-646C, 2010 WL 966637 (Fed.Cl.), March 10, 2010)

Haddon Housing Associates, Ltd., the owner of Rohrer Towers II Apartments, a low-income project for elderly residents, and the Housing Authority of Haddon, N.J., Township brought an action against the United States for breach of contract based on statutory amendments that changed the manner in which HUD determined Section 8 rent adjustments and HUD's failure to make annual adjustments. Both parties moved for summary judgment.

Haddon Associates leased the property to the housing authority for use as Section 8 housing, and Haddon Associates agreed to manage the property according to a HAP

contract that the housing authority entered into with HUD.

Although the contract provides for annual rent adjustments, between 2001 and 2006, Haddon Associates did not submit to HUD any request for adjustments to housing assistance payments. In August 2007, Haddon Associates submitted to HUD a request for adjustments for the years 2001 through 2007 with required documentation and submitted similar requests in 2008 and 2009.

Jurisdictional Issue

The government asserted that the Court of Federal Claims lacked jurisdiction over Haddon Associates' claim because Haddon Associates is not a party to the HAP contract. Plaintiffs conceded that HUD and Haddon Associates lack privity of contract, but argued that Haddon Associates is properly joined as a necessary party, is a real party in interest, or could join the suit under rules that provide for permissive joinder.

Plaintiffs claimed that Haddon Associates must be joined because under the lease, it has a direct interest in a breach of the HAP contract, and it must be a party to the action to protect its interest. Plaintiffs also argued that court rules require the joinder of the real party in interest.

The government contended that these rules do not create an exception to the doctrine of sovereign immunity and that a party not in privity with the United States cannot sue the United States when the subject matter of the dispute is a breach of contract.

Court Ruling

The court said the "government reaches too far in its position." The housing authority clearly is a legitimate party in interest with standing to sue for breach of contract, the court said. Accordingly, the issue is purely one of joinder — whether the owner of the housing complex may join the housing authority in suing the government for breach of contract.

Although the government consents to be sued only by those with whom it has privity of contract, the court said that courts have recognized exceptions to this rule. The court noted that federal courts have approved suits against the government by intended third-party beneficiaries and pass-through suits by a prime contractor on behalf of its subcontractor.

However, the court said, "whether Haddon Associates is a necessary party, a real party in interest, or a permissive party is not fully ascertainable from the documentary record," and the issue of joinder must go to trial.

HAP Contract Language

In its motion for summary judgment, the government relied heavily on language in the instant HAP contract that differs from language used in contracts at issue in similar cases.

In this case, the HAP contract requires the owner to make the request for rent adjustments. The parties debated the significance of this language, and plaintiffs argued that they met the requirement when they submitted a rent adjustment request in 2007 for the six previous years within the statute of limitations.

Plaintiffs further argued that because their HAP con-

tract incorporates the HUD regulation providing for automatic rent increases, the judicial precedents holding that rent adjustments should occur automatically are applicable in this case, even though the contract language is slightly different.

The court said that on its face, the HAP contract appears to require plaintiffs to request rent increases. "Nor is such a requirement necessarily inconsistent with the regulations, which refer to automatic annual adjustment factors," the court added. However, the court said it lacked sufficient evidence to accept the government's argument that plaintiffs' claim is defeated as a matter of law by their failure to request rent increases after 1995 and before 2007.

Previous Rent Increases

The stipulated facts indicate that HUD granted plaintiffs rent increases between 1980 and 1994, but neither the stipulations nor accompanying documents indicated who requested the increases or how HUD implemented them.

"This evidence is important to determine whether or not the parties established a pattern of conduct that pragmatically interpreted and applied the requirement that plaintiffs request rent increases," the court explained.

The court also said it did not have evidence as to whether, after the 1994 amendments that affected the calculation of rent adjustments, it would have been futile for plaintiffs to request rent increases without submitting comparability studies. In addition, the court said, "the federal record is insufficiently developed to determine whether plaintiffs, had they submitted comparability studies, would have waived any claim they might have had that the contract was breached because of the 1994 amendments."

Because the case raised issues of the significance of the wording of the HAP contract, waiver, and futility, and the factual record was insufficient to determine these issues, the court denied both sides' motions for summary judgment and remanded the case for trial.

MORTGAGE FINANCE

Anti-Kickback Provision of RESPA Doesn't Bar Overcharges by Lender

The anti-kickback provision of Section 8(b) of the Real Estate Settlement Procedures Act (RESPA) doesn't bar overcharges by a settlement service provider which doesn't split the payment with a third party, the U.S. Court of Appeals for the Ninth Circuit ruled, affirming the district court decision. (*Martinez v. Wells Fargo Home Mortgage, Inc.*, No. 07-17277, 2010 WL 779549 (9th Cir. (Cal.)), March 9, 2010)

Plaintiffs Alinda and Armando Martinez refinanced their home mortgage with Wells Fargo Home Mortgage, Inc. Plaintiffs claimed that the \$800 underwriting fee charged by Wells Fargo was excessive because it wasn't reasonably related to Wells Fargo's actual underwriting costs and therefore violated Section 8(b) of RESPA, as well as California's Unfair Competition Law (UCL).

Section 8(b) provides that no person shall give or ac-

NAHRO Monitor: March 31, 2010

HUD Holds SEMAP, Portability Reform Talks

On March 2 and 3, 2010, HUD convened sessions on the Section Eight Management Assessment Program (SEMAP) and portability reform. The SEMAP issues and indicators upon which HUD focused included voucher and budget utilization rates, Housing Quality Standards (HQS), accuracy of calculation of Housing Assistance Payments, household income to rent burdens, and deconcentration. HUD focused portability reform discussions around challenges and improvements for voucher-assisted households and PHAs.

Milan Ozdinec, Deputy Assistant Secretary of Public Housing and Voucher Programs, said that HUD is examining the rudiments of the Housing Choice Voucher (HCV) program. Mr. Ozdinec talked about Congress providing HUD with \$100 million through the Transformation Initiative specifically for HCV Information Technology as part of its Business Process Reengineering (BPR) for Next Generation VMS, etc. He said that the funding shortfalls that occurred in 2009 were based on additional leasing in 2008 and HUD wants to prevent that from happening again.

Mr. Ozdinec said other parts of the HCV program need improvement. Mr. Ozdinec said that there are unintended consequences in SEMAP as currently constituted. He talked about the portability feature in HUD's Transforming Rental Assistance (TRA) proposal to Congress which would allow families to move from their former Public or Assisted Housing developments after 12-months in occupancy (See the Feb. 28 and March 15 issues of the *Monitor* for additional coverage of TRA). Mr. Ozdinec talked about how important the mobility option was to HUD, including Deputy Secretary Ron Sims who often talks about "Zip Codes of opportunity." Mr. Ozdinec said that this is not the last of the sessions HUD will do with PHAs and that there will probably be additional conversations with PHAs on SEMAP and portability. Mr. Ozdinec closed by saying, "At the end of the day, BPR will not work if it doesn't work for you."

Michael Dennis, Deputy Director of HUD's Office of Housing Voucher Program, said the purpose of this meeting is to hear from PHAs. He said, "We want to devote time to our partners, practitioners, and industry leaders. Many of you have a pretty good idea of how to fix it. The formality of rulemaking tends to lose the substance of a direct conversation and help solve some issues we don't know that we may have. Portability has had longstanding problems. SEMAP is not necessarily a reflection of PHAs' current performance. SEMAP is more process oriented instead of results oriented. We would like to know if our procedures creating barriers to portability. Have we made this such a maze of bureaucratic procedures that it is difficult for families? What is it we can do right now to make this a better process. We are not trying to come to a consensus but to have a conversation." Mr. Dennis said that at the end of this process HUD would publish proposed rule(s) on SEMAP and portability for comment.

HUD Summarizes Two-Day Session on SEMAP and Portability Reform: Mr. Dennis summarized the two days of discussion around SEMAP and portability reform by saying that he and other HUD staff would read a list of common points made by all of the invited PHAs on each topic. Mr. Dennis reiterated that this was not a consensus approach but rather a series of good ideas that they would run up the flag pole at HUD for further consideration. Mr. Dennis said that this was the first of several meetings and consultations with PHAs on these topics.

The list at the link below was read aloud by HUD staff at the end of the two days, and *does not* include *all* of the recommendations PHAs made throughout the two days at HUD, but rather the list that HUD read to PHAs. In a future issue of the *Monitor*, NAHRO will provide a much more detailed summary of the entire proceedings on SEMAP and portability reform. A detailed summary of the common reform recommendations from the second day is available at http://www.nahro.org/members/news/2010/port_semap_list.pdf.

 CD PUBLICATIONS

HOUSING AFFAIRS LETTER

THE INDEPENDENT WEEKLY WASHINGTON REPORT ON HOUSING SINCE 1961

Housing Affairs Letter Stories posted week of 3/27/10 - 4/2/10

Story of the Week

HUD Rental Assistance Draft Circulated

A draft of an Obama administration initiative to alter HUD's Sec. 8 housing voucher and other rental assistance programs to increase tenant mobility has begun circulation among lawmakers and select housing industry advocates for comment and ideas.

The effort may be stymied though by a massive error in HUD's projection of Federal Housing Admin. (FHA) revenues to its mortgage insurance premium fund from an increase in upfront premiums paid by borrowers. The \$4 billion overestimate (see *related story -- HUD At Loss On \$4B Budget Error*) could cause Congress to sideline the rental assistance initiative in order to tap HUD's \$350 million funding request to help offset the \$4 billion discrepancy.

Lawmakers also are concerned that the plan, dubbed "Transforming Rental Assistance" in keeping with the administration's signature codeword for transforming government, will generate a need for more Sec. 8 vouchers than the government can adequately finance.

The centerpiece of the proposal -- tenant mobility --would award vouchers almost on a permanent basis to eligible tenants. The "Choice Option" proposal would award eligible tenants a mobile housing voucher to live anywhere in the United States once they have lived for two years in a property converted to a project-based contract. While the project-based voucher would remain with the unit, a new housing voucher would be created for the departing tenant for use anywhere indefinitely.

The proposal calls for "voluntary" conversion of public housing and a limited number of privately owned Sec. 8 subsidized projects to long-term property-based rental assistance contracts to ensure market stability and discipline.

Info: A copy of the draft proposal obtained by HAL is available at www.cdpublications.com/docs/6975

04/02/2010 12:39 PM

Disability Housing

(WELFARE RULES) New Rules For Welfare To Disabled

Washington state lawmakers approve reforms to the state program that gives housing vouchers, cash and health care to disabled people in a move that could be a model for

other states. The reforms passed the Senate and House and have been sent to Gov. Chris Gregoire (D) for enactment.

The program, called General Assistance for the Unemployable, will be renamed "Disability Lifeline." It will have a 24-month time limit over any five-year period and will require recipients to participate in drug treatment, job services, or housing programs.

The legislation calls for use of housing vouchers in lieu of cash payments for new recipients who are homeless, and it would cut benefits for people who refuse needed drug or alcohol treatment.

Officials say more than 17,000 people receive medical help from the present program and more receive monthly cash payments of up to \$339. The original program was designed to be a temporary bridge to either permanent federal benefits or a return to employment but it has no expiration date.

With a budget deficit looming, and incessant calls for reform to keep people from becoming permanently dependent on the state, the governor first tried to eliminate the program and then retreated to a call for reducing cash grants and a cap on benefits after six months.

A deal between Gregoire and Democrat lawmakers resulted in the approval of HB 2782 that saves an estimated \$29 million next year and removes about 4,700 people from the program rolls.

04/02/2010 12:59 PM

Public Housing

(COMPUTERS) High-Tech Makeover For HUD Tenants

A coalition of Internet providers, computer makers and nonprofits map plans to work with HUD to provide all government-subsidized tenants with computers and computer-literacy training.

If the Commerce Dept. accepts the application from the Digital Adoption Coalition (DAC), the federal government would finance two-year's worth of broadband service and digital literacy training.

While a coalition member has applied to the Nat'l Telecommunications & Information Admin. to obtain economic stimulus money to support digital training, equipment discounts and project administration, none of the federal financing would go to the broadband providers. They have agreed to offer free installation and 50% discounts on modem costs and service plans.

Microsoft, Dell and Intel have agreed to match federal government spending on new computer purchases for low-income households. The three computer makers join One Economy Corp. (a global high-tech nonprofit), Connected Nation (a computer provider for low-income families), AT&T, Comcast, Time Warner cable and USTelecom in the venture.

Others involved in the effort include BendBroadband, Bresnan Communications, Bright

House Networks, Cablevision Systems Corp., Charter Communications, Cox Communications, Eagle Communications, Mediacom Communications, Midcontinent Communications, the Nat'l Cable & Telecommunications Assn., Sjobergh's Cable TV, Suddenlink Communications, and US Cable Group.

The Commerce Dept. estimates that about 35% of U.S. households do not have broadband access and most are centered in low-income communities. The new service will affect about 250,000 low-income households nationwide.

04/02/2010 12:52 PM

(JOB TRAINING) PHAs Get Job Training Money

Public housing authorities (PHAs) will share \$49.3 million appropriated in FY 2010 to provide low-income tenants with job training necessary to place them on a path to self-sufficiency. The money, channeled through the Housing Choice Voucher Family Self-Sufficiency Program, allows PHAs to work with welfare agencies, schools, businesses and other local groups to develop a comprehensive program to help tenants develop job skills and experience.

PHAs use the money to hire family self-sufficiency coordinators to link adults in the Sec. 8 housing voucher program with organizations that provide job training, child-care, counseling, transportation and job placement. The money also can be used to hire coordinators to provide families with homeownership counseling.

The program requires participants to sign a contract requiring the head of the household to get a job and remove the family from welfare assistance within five years. As income increases, a portion of the increase is deposited in an interest-bearing escrow account. If the participant completes the five-year contract, the family receives the escrow money to be used at its discretion.

Info: <http://www.hud.gov/>

04/02/2010 12:33 PM

Section 8 program expected to receive \$18 million funding

*This story appeared in the Antelope Valley Press
Tuesday, April 6, 2010.*

By CRAIG CURRIER
Valley Press Staff Writer

With more Section 8 families moving into its jurisdiction and Southern California rents running higher than federal formulas project, Los Angeles County's housing authority is expected to receive an additional \$18 million in federal funding to sustain its Section 8 rental subsidy program.

The money, which will be formally accepted by the county's Board of Supervisors at their weekly meeting today, comes from the U.S. Department of Housing and Urban Development and backfills a projected \$265 million budget for the Section 8 program this fiscal year. There are 21,343 contracts countywide.

"We recognized what was going on with the economy and wanted to assist as many families as we could," said Dorian Jenkins, assistant executive director of the Housing Authority of the County of Los Angeles. "HUD recognized what we've been doing."

Fully funded by the federal government, Section 8, also known as the Housing Choice Voucher Program, is at its capacity in Los Angeles County, and officials have closed the waiting list with nearly 180,000 applicants in line.

Balancing the program's budget is a challenge, as HUD distributes money based on the number of vouchers rather than a total cost figure, Jenkins said.

The Housing Authority divides those funds among its program recipients. The more people receiving assistance, the less money is available to each, but in dire times, helping as many as possible is important, Jenkins said.

The Section 8 budget is projected to be up from \$232 million in 2008-09, but officials believe that number will fall to \$262 million for 2010-11.

"It's a balancing act," Jenkins said. "We don't know how much we're going to get."

In its budget projections the Housing Authority must loosely plan for the unknown, including the fluctuating number of contracts it maintains, which Jenkins said changes almost daily, rental prices and how many out-of-area recipients will move into the jurisdiction.

Jenkins said the program allows for voucher holders to relocate without losing their status. The Housing Authority absorbs that contract into its budget while maintaining service levels.

"Our costs in the Los Angeles area are very high," Jenkins said. "We have gone to other measures to cut our costs and allow us to assist more families."

The Housing Authority has no timetable for opening the Section 8 waiting list again, though officials said they are reviewing the list with the hope of purging names from it. Turning over between 2,000 and 2,500 contracts per year, officials said they will reopen the list once it is trimmed to 5,000 applicants, or an approximately two-year wait.

Officials announced in December a number of cost-cutting measures that also will help meet the demand. In the future the Housing Authority will continue to use all the money allocated by HUD for its voucher budget, Jenkins said.

"We have to do more with less," Jenkins said.

ccurrier@avpress.com

Knight Section 8 bill - too sensible to pass?

*This story appeared in the Antelope Valley Press
Saturday, March 27, 2010.*

Why would any lawmaker vote to encourage fraud?

OK, the vote wasn't exactly worded that way but that's what it amounts to. Four Democratic members of the state Assembly's Public Safety Committee (there's an oxymoron for you) were able to shoot down a perfectly legitimate - necessary, actually - bill by Palmdale Republican Steve Knight.

The bill would have allowed housing authorities, such as the Los Angeles County Housing Authority, to require an applicant to provide truthful information, signed and submitted under penalty of perjury, on any application or document filed with the authority.

In other words, you have to tell the truth on your application. You can't say your income is at a level that makes you eligible for a government subsidy when in fact your income exceeds that limit. Basic. Straightforward. Lying about your income would be fraud.

Existing law provides that anyone who defrauds a publicly-funded housing program for more than \$400 is guilty of grand theft. But Knight points out that proving it has made this a difficult law to enforce, with the result being that undesirable criminal elements remain in public housing and cause hardship for other law abiding tenants.

"The intent of this bill is not to dissuade good and decent families from applying for housing. Our aim is quite the opposite, we want Section 8 to be available for people in need, not those who just abuse the system," Knight said.

Knight argued, logically, that requiring Section 8 applicants to sign documents under penalty of perjury gives law enforcement another tool to prosecute those who take advantage of the system, while making the program much more accessible to those who are struggling and need a hand up.

But logic and common sense have no place in the Public Safety Committee. And Knight's bill was shot down. It did, at least, get what is known as reconsideration status, which means it can be brought up again at a later date.

We simply do not understand the mindset of the committee members who would not vote to stem fraud. Leaving the law as it is gives the signal to would-be criminals that it's no big deal if they cheat. The ironclad felony perjury for lying on the application sends a different message. It is a big deal if you cheat.

And how these liberal lawmakers explain the hardships the cheaters cause the law-abiding needy citizens, who have to wait for a slot in the housing programs while cheaters go about their merry way. It makes no sense.

But again, Sacramento is an Alice in Wonderland place.

Thursday, March 25, 2010, Antelope Valley Press

Making progress on Section 8 abuse

In response to the Letter to the Editor published March 10 regarding the Section 8 Housing Choice Voucher Program: Supervisor Michael D. Antonovich and the

Housing Authority of the County of Los Angeles continue to successfully address abuse in the program.

From January 2009 to February 2010, the Housing Authority terminated 271 participants for program violations, and from July 1, 2009 through Jan. 31 terminated 104 participants for program violations, 59 in the Antelope Valley. In total, investigations were opened on 680 participants for suspected program violations, 209 in the Antelope Valley.

The supervisor's office, the Housing Authority and Lancaster and Palmdale have set aside nearly \$500,000 annually to fund investigations into program abuse

and crime committed by Section 8 participants.

In addition to enforcing compliance, the Housing Authority has entered into a contract with the Sheriff's Department to share data that will enhance investigations and identify criminal activities. Further, the Housing Authority has fully implemented the use of HUD's Enterprise Income Verification system to verify the accuracy of information provided by applicants and participants.

The federally funded Housing Choice Voucher Program has specific regulations under which the Housing Authority must administer it. One of the major tenets of the program is choice. Participants in the Housing Choice Voucher program have the choice to reside anywhere in the United States. Additionally, federal fair housing laws prevent the Housing Authority from stopping a participant from moving to a specific area.

With Antonovich's continued support, the Housing Authority is working with the county and Lancaster and Palmdale to strengthen internal controls and improve program integrity.

Sean Rogan
Executive Director
Housing Authority of the
County of Los Angeles
Monterey Park



[Return to Full List](#)

Homeless, 1st Ld

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Homeless, 1st Ld

Activists Oppose Changes in County Housing Authority Policies ←

Eds: Clarifies, in 2nd and 11th graf, that the Housing Authority wants criminal background checks to go back five years from the current three; ADDS comments from UCLA on behalf of United Homeless Health Care Partners and study by LAHSA. Jyoti Nanda of UCLA can be reached at (714) 420-5326. Elisa Vasquez, ← PIO for the Housing Authority, can be reached at (323) 890-7415.

LOS ANGELES (CNS) - More than a dozen activists came before the Board of Supervisors today, asking them to hold off on Housing Authority policy changes they said would put more people on the streets and increase county costs.

The board agreed to delay what housing advocates called a "one strike and you're homeless" rule and a plan to have criminal background checks extend back five years.

Debate over new rules regarding taxpayer-subsidized housing broke out as the county's Housing Authority sought approval of its annual plan.

Legal aid lawyers and advocates called the changes "dangerous" and said they were "alarmed" to find them included in the plan, believing a dialogue with the authority was still under way.

United Way of Los Angeles, Childrens Hospital Los Angeles, USC's Center for Community Health Studies and the Inner City Law Center were cited as opposing the changes, according to Jyoti Nanda, a UCLA professor and public interest lawyer who appeared before the board.

The changes represent "two steps backwards" in finding "permanently supportive housing for the chronically homeless," said Nanda.

The first policy change, if implemented, would disqualify those seeking housing if they missed an appointment "without good cause," after receiving counseling for a first missed session.

But Nanda said lawyers working in the community were finding that counseling often wasn't offered and the protocol for when it should be wasn't clear.

She also pointed out that the "most vulnerable" homeless, those with mental or physical disabilities, were much more likely to miss meetings or to fail to understand the need for certain documentation to re-certify their need for housing.

Back on the street, those people could cost taxpayers even more, according to a study by the Los Angeles Homeless Services Authority. The typical cost for residents in supportive housing is \$605 month, compared with an estimated average of \$2,897 for similar homeless for emergency room care, incarceration, public assistance and other taxpayer-funded expenses, according to the agency.

Another change would disqualify applicants who had certain criminal convictions within the last five years. As it is, the county only concerns itself with convictions three years old or less.

A representative from the Housing Authority said it would continue discussions with community advocates and legal aid lawyers about the potential policy revisions.

The board unanimously approved the annual plan, modified to exclude the two changes under debate.

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[Return to Full List](#)



COMMUNITY DEVELOPMENT COMMISSION • County of Los Angeles
2 Coral Circle • Monterey Park, California 91755

For Immediate Release

Contact: Elisa Vásquez, (323) 890-7415, elisa.vasquez@lacdc.org

Section 8 Landlord Required to Pay Restitution

**Annual Inspection Leads to \$86,000 in Restitution to the
Housing Authority of the County of Los Angeles**

March 24, 2010 – During an annual inspection of a Section 8 assisted home in Claremont that was conducted in 2009, an inspector from the Housing Authority of the County of Los Angeles (Housing Authority) saw evidence of an unapproved adult male living in the home. Under the contract obligations of the Section 8 Housing Choice Voucher (Section 8) Program, a person not listed on the family composition, who has been in the unit more than 30 calendar days (or more than 60 days in a 12-month period), is considered an unauthorized household member, thereby violating the Section 8 rules.

The subsidized home was located on the border of the cities of Pomona and Claremont. The participant's home was on the Claremont side of the street and the landlord lived across the street in Pomona. The Housing Authority investigator conducted an investigation and found that the "landlord" was the mother of the Section 8 participant.

Strengthening Neighborhoods • Supporting Local Economies • Empowering Families • Promoting Individual Achievement



Over the years, the landlord collected nearly \$86,000 in fraudulent subsidies. After being made aware of the findings, the landlord agreed to pay an initial sum of \$50,000 in restitution. The balance of the amount will be repaid pursuant to a repayment agreement that was recently executed.

Under the leadership of the new Executive Director, Sean Rogan, the Housing Authority continues to take a zero-tolerance stand on Section 8 Program participants and owners who fail to meet the program's Federal requirements or contractual obligations. Through the dedication of the Housing Authority leadership, and the tireless efforts of staff, the Housing Authority continues to make strides in maintaining the integrity of the Section 8 Program, and in reserving the funding for the individuals and families within the County who should truly benefit from the program's assistance.

###

For Your Information

Housing Authority - County of Los Angeles**FOR YOUR INFORMATION ONLY**

April 28, 2010

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS PROGRAM UPDATE – MARCH 2010**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

Activities

RECRUITMENT	18 7	Applications Received Applications Sent
ENROLLMENTS	3	New FSS Participants
MEETINGS	1	Tenant Information Workshop
WORKSHOPS Program Presentations	1	Program presentation at Tenant Information Workshop
Money Smart Workshop	4 2	Disseminated Credit Repair Informational Packets Disseminated Budget Informational Packets
REFERRALS	1 1 3 4 2	Job referral from the employment network job board CDC Home Ownership Program (HOP) CDF Scholarship program WorkSource Center employment workshops and job fairs Remote Area Medical Clinic and screening fair
GRADUATIONS	0	FSS graduations

If you have any questions, please feel free to contact me at (562) 347-4837.

ML:CJ:RM:dt

March 31, 2010

TO: Each Supervisor

FROM: Sean Rogan, Executive Director



SUBJECT: **UPDATE ON THE PURSUIT AND IMPLEMENTATION OF FUNDING MADE AVAILABLE IN H.R. 1, THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OF 2009**

On March 31, 2009, the Board of Supervisors (Board) requested that the Community Development Commission/Housing Authority of the County of Los Angeles (CDC/HACoLA) report on the efforts to apply for, or take the necessary steps to accept, each category of funding contained within ARRA that the CDC/HACoLA is eligible to receive, either by formula or by competitive grant application. To date, the CDC/HACoLA has been awarded \$33,603,148 of the \$114,312,431 applied for; with \$2,260,000 pending award notification.

Recipients of ARRA funding are required to report specific job creation and funding utilization information to the federal government on a quarterly basis. The CDC/HACoLA has been compliant with such requirements and, in addition to the funding updates already reported, is now including job creation information in this memo.

Funding Awarded

PUBLIC HOUSING CAPITAL FUND (CF)

Funding Amount: \$7,401,512 (by formula)

Award of Funds: On March 31, 2009, the Board of Commissioners approved a motion to accept the grant funds, and funding became available to the HACoLA on May 14, 2009.

Use of Funds: The funds are being used for security improvements, energy efficiency work measures, preventive maintenance, and general improvements at 12 public housing developments comprised of 2,500 public housing units. As a direct result of CF formula activities, the HACoLA has reported a total of 49.25 full-time equivalent jobs (that were created or retained) through the 2nd Quarter to FederalReporting.gov.

Expenditure Levels: As of March 22, 2010, the HACoLA had expended \$2,333,841 of the \$7,401,512 obligated.

Provisions: The HACoLA must obligate 100% of the funds within 1 year, expend 60% of the funds in 2 years, and complete 100% of the fund expenditures in 3 years. The HACoLA has met the mandatory obligation deadline.

Funding Amount: \$5,924,000 (Applied for \$22,399,000 by competition.)

Award of Funds: On June 22, 2009, the HACoLA applied for \$16,475,000 in funding for improvements addressing the needs of the elderly and/or people with disabilities and public housing transformation. Additionally, on July 21, 2009, the HACoLA applied for \$5,924,000 in funding for energy efficient/green community projects.

Use of Funds: The HACoLA was only awarded funding in the 'Creation of an Energy Efficient

Green Community' category in the amount of \$5,924,000. Funds were granted on September 29, 2009, and are being used at the Nueva Maravilla housing development to reduce energy costs, generate resident and HACoLA energy savings, and reduce greenhouse gas emissions attributable to energy consumption. Job creation information will not be available until 3rd Quarter reporting, due in April.

Expenditure Levels: On December 1, 2009, the Board approved the acceptance of the funds and as of March 22, 2010, the HACoLA had obligated \$1,214,556. There are no expenditures to date.

Provisions: The HACoLA must obligate 100% of the funds within 1 year of the date in which funds become available for contracts. The U.S. Department of Housing and Urban Development (HUD) requires the HACoLA to use at least 60% of the funds within 2 years and 100% of the funds within 3 years.

COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R)

Funding Amount: \$8,080,528 (by formula)

Award of Funds: The CDC submitted an amendment to the CDBG Program Year 2008 Action Plan (as required by ARRA) on June 5, 2009, after receiving approval from the Board on June 2, 2009. The CDC received the CDBG-R Grant Agreements on August 26, 2009.

Use of Funds: The CDC worked with the agencies affected by CDBG/ARRA regulations and submitted a final list of projects for approval to HUD on August 13, 2009, and the Board on August 18, 2009. Both HUD and the Board approved the list for the CDC's CDBG-R Program. Project activities include public improvements, housing rehabilitation, economic development, public services, and administration. As a direct result of CDBG-R eligible activities, and based on new guidance provided and adjustments requested by the Office of Management and Budget (OMB) and HUD, the CDC has adjusted its reported total to 11.84 full-time equivalent jobs (that were created or retained) through the 2nd Quarter to FederalReporting.gov.

Expenditure Levels: As of March 15, 2010, the CDC had expended \$891,066.

Provisions: The CDC must use all CDBG-R funds by September 30, 2012.

HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

Funding Amount: \$12,197,108 (by formula)

Award of Funds: The CDC submitted a completed application to HUD on May 18, 2009, which was subsequently approved the following June. Trainings on reporting, program monitoring, and general implementation were held for the applicable County Departments on August 19, 2009, and the CDC received the HPRP Grant Agreements on August 20, 2009.

Use of Funds: Implementation of HPRP began on October 1, 2009; and the Departments of Public Social Services, Consumer Affairs, Children and Family Services, Community and Senior Services, and the Los Angeles Homeless Services Authority have been working collaboratively to deliver assistance to those in need. In addition, Neighborhood Legal Services began offering legal assistance and representation to persons and families with unlawful detainers on November 1, 2009.

As of January 1, 2010, over 2,000 Los Angeles County residents have been screened for eligibility in order to receive HPRP benefits. However, many have been found to be ineligible because they do not meet the HPRP criteria. As of the 2nd Quarter report, 68 persons have been assisted. We are currently focused on outreach and anticipate an increase in service accomplishments in upcoming months. In addition, as a direct result of HPRP eligible activities and based on new guidance provided and adjustments requested by OMB and HUD, the CDC has adjusted its reported total to 6.13 full-time equivalent jobs (that were created or retained) through 2nd Quarter to FederalReporting.gov.

We are currently looking at a proposed redesign of the program. Should the redesign be approved, we will report on the changes.

Expenditure Levels: As of March 15, 2010, the CDC had expended \$445,030.

Provisions: HUD requires that 60% of the funds be used within 2 years, and 100% in 3 years.

Pending Grants

GREEN RETROFIT PROGRAM FOR MULTIFAMILY HOUSING

Funding Amount: Applied for \$2,260,000 by competition.

Award of Funds: The HACoLA applications for the Kings Road and Lancaster Homes Housing Developments are complete and are being considered for funding by HUD. The award notice remains outstanding.

Use of Funds: The HACoLA plans to use the funds for the modernization and rehabilitation of the Kings Road and Lancaster Homes developments.

Expenditure Levels: There are no expenditures to date as this grant has yet to be awarded.

Provisions: If funds are received, 50% must be used within 2 years, and 100% in 3 years.

Unsuccessful Grant Applications

JUVENILE JUSTICE AND CRIME PREVENTION ACT PROGRAM (JJCPA)/EDWARD BYRNE MEMORIAL COMPETITIVE GRANT PROGRAM

Funding Amount: Applied for \$974,283 by competition.

Award of Funds: The CDC submitted an application on April 27, 2009. The CDC did not receive this grant.

Using the Funds: Had the CDC been awarded, the funds would have been used to support existing JJCPA programs.

NEIGHBORHOOD STABILIZATION PROGRAM 2 (NSP2)

Funding Amount: Applied for \$61,000,000 by competition.

Award of Funds: The CDC submitted an application on July 10, 2009. The CDC did not receive this grant.

Use of Funds: Had the CDC been awarded, the funds would have been used to supplement the NSP1 program, which includes the HERO program and Rental Infill Sites activities for tenants below 50% of the area median income (AMI).

Each Supervisor
March 31, 2010
Page 4

If you have any questions, please contact me at (323) 890-7400, or Terry Gonzalez, Director, CDBG Division, at (323) 890-7150.

SR\TG\SH\m
K:\CDBG Common\IGR-PI\ARRA Board Memo\March '10 ARRA Memo

Attachment

c: Each Deputy
Lari Sheehan, Deputy Chief Executive Officer, Chief Executive Office
Ellen Sandt, Deputy Chief Executive Officer, Chief Executive Office
Kathy House, Acting Deputy Chief Executive Officer, Chief Executive Office
Sachi A. Hamai, Executive Officer/Clerk Board of Supervisors
Lisa Rizzo, Principal Analyst, Chief Executive Office
Scott Wiles, Special Assistant, Chief Executive Office
Jenny Serrano, Program Specialist, Chief Executive Office

The CDC/HACoLA
American Recovery and Reinvestment Act of 2009 (ARRA) Proposal and Award Tracking Chart
As of March 31, 2010

	ARRA GRANT OPPORTUNITY	FUNDING AGENCY	FORMULA AMOUNT/ \$ APPLIED FOR	AMOUNT AWARDED	GRANT AGREEMENT*
1	Capital Fund (formula)	HUD	\$7,401,512	\$7,401,512	Yes
2	Capital Fund (competitive) - Disabilities Category	HUD	\$9,235,000	Did Not Receive	No
3	Capital Fund (competitive) - PH Transformation	HUD	\$7,240,000	Did Not Receive	No
4	Capital Fund (competitive) - Green Technology	HUD	\$5,924,000	\$5,924,000	Yes
5	Community Development Block Grant - Recovery	HUD	\$8,080,528	\$8,080,528	Yes
6	Neighborhood Stabilization Program 2	HUD	\$61,000,000	Did Not Receive	No
7	Homeless Prevention and Rapid Re-Housing Program	HUD	\$12,197,108	\$12,197,108	Yes
8	Green Retrofit Program for Multifamily Housing	HUD	\$2,260,000	Pending	No
9	Edward Byrne Memorial Competitive Grant	DOJ	\$974,283	Did Not Receive	No
Total Awarded Under ARRA as of 3/31/2010			\$33,603,148		

**Grant Agreement Received – Funds available for drawdown at U.S. Treasury.*

FOR YOUR INFORMATION ONLY

From: Elisa Vasquez
Sent: Monday, April 12, 2010 9:20 AM
To: Directors/Managers
Cc: Daniel Rofoli; Debra Solis; Elisa Vasquez; Geoffrey Siebens; Gloria Ramirez; Grace Thamawatanakul; Gregg Kawczynski; Joan Wall; Jose Pilpa; Lynna Ochoa; Marcie Chavez; meiwen fang; Nicholas Teske; Raymond Webster; Robin Pointer; Samantha Harrison
Subject: Legislative Update

Hello,

Below please find an update on State and Federal legislative activity of interest to the CDC. Please let me know if you have any questions.

State Budget

The State Legislature continues to gear up for the June and November Gubernatorial elections while working to pass a budget that addresses the State's estimated \$21 billion deficit. IGR is still working with Divisions to analyze newly introduced legislation, and we continue to report on bills of major impact to the CDC, as requested by the CEO.

Congress

As Congress has been out on Easter break, there hasn't been much action on the hill. Congress is returning to session this week, however, and we are watching for HUD/OMB action on the TRA and HUD's Sustainable Communities Initiative NOFA, which is due out sometime this week.

IGR will continue to monitor and report on these and any other legislative matters of impact to the CDC.

Elisa

HOUSING AUTHORITY COUNTY OF LOS ANGELES - CONVENTIONAL AND NON-CONVENTIONAL HOUSING

FOR YOUR INFORMATION ONLY

GROUP NO.	SITE	ADDRESS	NO. OF UNITS	HUD DEV. NO.	PROJECT NUMBER	Year Built	Year Acquired
1	Carmelitos (family)	700 Via Wanda, Long Beach 90805	558	CA16P002001	SS1102	1939	1939
1	Carmelitos (senior)	761 Via Carmelitos, Long Beach 90805	155	CA16P002026	SS1102	1939	1939
Total Unit Count: Carmelitos			713				
2	Harbor Hills (family/senior)	26607 S. Western Ave., Lomita 90717	301	CA16P002002	SS1203	1941	1941
Total Unit Count: Harbor Hills			301				
3	Nueva Maravilla (family/senior)	4919 E. Cesar E. Chavez Ave., Los Angeles 90022	504	CA16P002004	SS1301	1943	1942
Total Unit Count: N. Maravilla			504				
4	West Knoll (senior)	838 West Knoll Ave., West Hollywood 90069	136	CA16P002014	SS3001	1977	1979
4	Palm Apartments (senior)	959 Palm Ave., West Hollywood 90069	127	CA16P002014	SS3002	1978	1979
Total Unit Count: West County 1			263		Admin Project XX0850		
5	Marina Manor I (senior)	3401 Via Dolce, Marina Del Rey 90292	112	CA16P002013	SS3003	1983	1984
5	Marina Manor II (senior)	3405 Via Dolce, Marina Del Rey 90292	71	CA16P002027	SS3003	1983	1984
5	Ocean Park (family/senior)	175 Ocean Park Boulevard, Santa Monica 90405	22	CA16P002018	SS3006	1947	1986
5	Monica Manor (family)	1901-1909 11th Street, Santa Monica 90405	19	CA16P002097	SS3007	1987	1989
Total Unit Count: West County 2			224		Admin Project XX0855		
6	Orchard Arms (senior)	23410-23540 Willey Canyon Rd., Valencia 91355	183	CA16P002030	SS2001	1980	1980
6	Foothill Villa (senior)	2423 Foothill Boulevard, La Crescenta 91214	62	CA16P002029	SS2002	1981	1982
6	Quartz Hill I (family)	5028 West Avenue L-12, Quartz Hill 93535	20	CA16P002052	SS2003	1984	1984
6	Quartz Hill II (family)	42051 51th Street West, Quartz Hill 93536	20	CA16P002069	SS2003	1984	1984
Total Unit Count: North County			285		Admin Project XX0920		
7	Francisquito Villa (family)	14622 Francisquito Ave., La Puente 91746	89	CA16P002015	SS4002	1979	1980
7	Carmelita Avenue (senior)	354-354 So. Carmelita Ave., Los Angeles, 90063	2	CA16P002091	SS4003	1955	1985
7	McBride Avenue (family)	1229 So. McBride Ave., Los Angeles, 90023	4	CA16P002021	SS4004	1968	1984
7	Williamson Avenue (family)	706-708 1/2 So. Williamson Ave., Los Angeles, 90022	4	CA16P002020	SS4005	1972	1983
7	Triggs Street (family/senior)	4432-4434 1/2 Triggs St., Los Angeles 90023	4	CA16P002097	SS4006	1964	1983
7	Simmons Avenue (family)	927 So. Simmons Ave., Los Angeles, 90022	4	CA16P002021	SS4007	1939	1983
7	4th & Mednick (family)	341 So. Mednick Ave., Los Angeles, 90022	2	CA16P002034	SS4009	1985	1985
7	Arizona & Olympic (family)	1003-1135 So. Arizona Ave., Los Angeles 90022	18	CA16P002048	SS4010	1984	1985
7	Whittier Manor (senior)	11527 Slauson Ave., Whittier 90606	49	CA16P002033	SS4011	1985	1982
7	Herbert Ave (senior)	133 Herbert Ave., Los Angeles 90063	46	CA16P002058	SS4012	1985	1984
7	Sundance Vista (family)	10850 Laurel Ave., Whittier 90605	41	CA16P002156	SS4014	1989	1999
Total Unit Count: East County			263		Admin Project XX0940		
8	El Segundo I (family)	18263/749 E. El Segundo Blvd., Compton 90222	30	CA16P002023	SS5001	1972	1982
8	South Bay Gardens (seniors)	230 E. 130th St., Los Angeles 90061	100	CA16P002032	SS5002	1982	1983
8	1115-16 W. 90th St. (family)	1115-16 W. 90th St., Los Angeles 90044	18	CA16P002091	SS5005	1970	1984
8	El Segundo II (2140) (family)	2140-2144 1/2 E. El Segundo Blvd., Compton 90222	13	CA16P002052	SS5015	1982	1985
8	El Segundo II (2141) (family)	2141-2145 E. El Segundo Blvd., Compton 90222	5	CA16P002061	SS5015	1985	1985
8	9104-18 S. Bandera St. (family)	9104-18 S. Bandera St., Los Angeles, 90002	8	CA16P002080	SS5016	1983	1983
8	1535 E. 83rd Street (family)	1535 E. 83rd St., Los Angeles 90002	2	CA16P002080	SS5017	1985	1985
8	1615-17 E. 87th Street (family)	1615-17 E. 87th St., Los Angeles 90002	4	CA16P002067	SS5018	1982	1985
8	8739 Beach St. (88th & Beach) (family)	8739 Beach St., Los Angeles 90002	4	CA16P002056	SS5019	1982	1985
8	4212-20 E. Addington Street (family)	4212-20 E. Addington St., Compton 90221	3	CA16P002071	SS5020	1982	1984
8	W. Imperial (family)	1221 & 1309 E. Imperial Hwy., Los Angeles 90044	9	CA16P002132	SS5026	1991	1992
8	Athens (family)	1120 W. 107th St., 1310 W. 110th St., & 11104 S. Normandie Ave., Los Angeles 90044	10	CA16P002127	SS5027	1988	1996
8	1527 E. 84th (family)	1527 E. 84th St., Los Angeles 90001	4	CA16P002107	SS5029	1998	1998
8	Jarvis Avenue (family)	12520 Jarvis Ave., Los Angeles 90061	1	CA16P002107	SS5030	1997	1997
8	Woodcrest I (family)	1239 W. 109th St., Los Angeles 90044	10	CA16P002066	SS5003	1983	1984
8	Woodcrest II (family)	1245 W. 109th St., Los Angeles 90044	10	CA16P002090	SS5003	1983	1984
8	1101-09 W. 91st (family)	1101-09 W. 91st St., Los Angeles 90044	16	CA16P002021	SS5006	1965	1983
8	1232-34 E. 119th (family)	1232-34 E. 119th St., Los Angeles 90059	2	CA16P002021	SS5007	1965	1986
8	1231-33 E. 61st (family)	1231-33 E. 61st St., Los Angeles 90001	6	CA16P002021	SS5008	1961	1983
8	1100 W. 106th Street (family)	1100 W. 106th St., Los Angeles 90044	10	CA16P002021	SS5009	1970	1984
8	1104 W. 106th Street (family)	1104 W. 106th St., Los Angeles 90044	10	CA16P002020	SS5009	1970	1984
8	1320 W. 107th (family)	1320 W. 107th St., Los Angeles 90044	18	CA16P002021	SS5010	1970	1984
8	11431-463 S. Normandie (family)	11431-463 S. Normandie Ave., Los Angeles 90047	28	CA16P002020	SS5011	1970	1984
8	1027-33 W. 90th (family)	1027-33 W. 90th St., Los Angeles 90044	6	CA16P002078	SS5014	1983	1986
8	W. 106th Street & Budlong (family)	1334-38 W. 106th St. 9410 & 11126 Budlong Ave., Los Angeles 90044	11	CA16P002079	SS5021	1983	1985
8	W. 94th & 95th Street (family)	1035-37 1/2 W. 94th St. & 1324 W. 95th St., Los Angeles 90044	8	CA16P002060	SS5022	1983	1985
8	W. 105th & 106th (family)	1336-40 W. 105th St. & 1057 W. 106th St., Los Angeles 90044	13	CA16P002124	SS5024	1991	1991
8	Century Wilton (family)	10025 Wilton Place, Los Angeles 90047	40	CA16P002020	SS5025	1965	1984
8	11248 S. Budlong (family)	11248 S. Budlong, Los Angeles 90044	6	CA16P002138	SS5028	1991	1996
8	11117 & 11119 Firmona Ave., Lennox 90304	11117 & 11119 Firmona Ave., Lennox 90304	2	Pending	SS5031	1967	2008
8	Linsley	4621 & 4625 Linsley St., Compton 90221	2	CA16P002157	SS5032	1967	2008
Total Unit Count: South County			409		Admin Project XX0950		

Total Housing Authority-Owned - Conventional	2,962			
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City of Lomita							
Conventional	Lomita Manor (senior)	24925 Walnut St., Lomita 90717	78		SS1204	1985	1985

Non-Conventional Housing							
	Kings Road JPA (senior)	800-801 N. Kings Road, West Hollywood 90069	106	122-94014	UU0001	1980	1980
	Lancaster Homes (senior)	711-737 W. Jackman St., Lancaster 93534	120	122-94013	UU0002	1978	1979
	Santa Monica RHCP (family)	1855 9th St., 1450 14th St., & 2006 20th St., Santa Monica 90405	41	80-RHC-008	SS3005	1983	1984
	Villa Nueva RHCP (family)	958-676 S. Ferris Ave., Los Angeles 90022	21	80-RHC-008B	SS4013	1985	1985
	Willowbrook (family)	11718-11740 Willowbrook Ave., Los Angeles 90044	8	CA16-M000-385	SS6001	1975	1990
	Ujima Village (family/senior)	941 E. 126th St., Los Angeles 90059	300	CA16-E000-028	SS8001	1971	1995
Total Number of Units- Non Conventional			596				

Total Number of Units- HM	3,636			
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**Modernization Construction Activity to be completed
in FY 2008-09**

FOR YOUR INFORMATION ONLY

- 1 106th Street- Fire damage & rehab
- 2 1101-1104 W. 106th Street - Drainage project
- 3 Arizona & Olympic/-Smoke Detectors
- 4 Carmelitos - Replace interior stair treads
- 5 Carmelitos Senior - Hallway painting and repairing stairs
- 6 Carmelitos Senior - Replace carpet
- 7 Carmelitos-Replace Gas Lines Phase IV
- 8 Foothill Villa - Replace flooring
- 9 Francisquito-Replace carpet
- 10 Francisquito-Replace smoke detectors/exit signs
- 11 Francisquito-Replace windows and blinds
- 12 Harbor Hills - Remodel kitchens Phase I
- 13 Herbert-Fire Alarm
- 14 Herbert-Replace carpet
- 15 Linsley and Firmona - General rehab.
- 16 Marina Manor I & II - Replace elevators
- 17 Marina Manor- Install awnings
- 18 Marina Manor-Replace smoke detectors & exit signs
- 19 McBride-Paint Building exterior
- 20 Ocean Park-Termite Abatement
- 21 Palm-Replace smoke detectors
- 22 Palm-Upgrade Elevator
- 23 Quartz Hill-Replace air conditioners
- 24 Scattered Sites - Replace gates at 13 sites
- 25 South Bay Gardens-Replace Elevator
- 26 SSS-CCTV at 4 sites
- 27 Sundance Vista - Install irrigation and replace rear yard fencing
- 28 Westknoll-Replace smoke detectors
- 29 Whittier Manor - Replace stair treads
- 30 Whittier Manor-Entry Door Replacement

30 Construction Contracts at 33 Housing Developments

**Modernization Construction Activity anticipated to be completed
in FY 2009-10**

- 1 Carmelitos- Parking Lots
- 2 Carmelitos Senior-ADA Kitchen remodels/smoke detectors
- 3 Carmelitos-Raised Garden Beds
- 4 Carmelitos-Resurface Playground
- 5 Foothill Villa-Elevator Upgrade
- 6 Foothill Villa-Replace smoke detectors
- 7 Francisquito Villa - Upgrade elevators
- 8 Harbor Hills - Remodel kitchens Phase II & III
- 9 Harbor Hills-Parking Lots
- 10 Harbor Hills-Resurface Playground
- 11 Herbert - Upgrade elevator
- 12 Lomita Manor-Elevator Upgrade
- 13 Lomita Manor-Replace boilers/trash chutes
- 14 Lomita Manor-Replace roof
- 15 Maravilla (Rosas)- Build Bridges to connect buildings
- 16 Maravilla (Rosas)-Upgrade Elevator
- 17 Maravilla- Parking Lots
- 18 Marina Manor I & II - Replace security gates
- 19 Ocean Park - Replace wall heaters
- 20 Ocean Park-Remodel kitchens/bathrooms
- 21 Ocean Park-Repair Stucco
- 22 Orchard Arms- Replace boilers/copper piping
- 23 Orchard Arms- Smoke detectors
- 24 Orchard Arms-Elevator Upgrade
- 25 Orchard Arms-Repave driveway
- 26 Quartz Hill-Replace water valves
- 27 SSS-Vacant Unit Rehab at 4 sites
- 28 Whittier Manor- Smoke detectors
- 29 Whittier Manor-Elevator Upgrade
- 30 Woodcrest-Replace Roof

Anticipating 30 Construction Contracts at 24 Housing Developments



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**CONCURRENCE TO AWARD A JANITORIAL SERVICES CONTRACT
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of an award of a contract with Diamond Contract Services, Inc. to provide janitorial services for eighteen housing developments, the South Scattered Sites main office, and two Housing Authority administrative buildings.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Concur with the Board of Commissioners' action and find that the approval of an award and authorize the Executive Director to execute and if necessary terminate a one-year contract, in the amount of \$412,943, with Diamond Contract Services, Inc. for janitorial services at eighteen housing developments, the South County main office, and two Housing Authority administrative buildings.
2. Concur with the Board of Commissioners' action to authorize the Executive Director to use for this purpose \$68,823 included in the approved Housing Authority's approved Fiscal Year 2009-10 budget and \$344,120 to be requested through the Housing Authority's Fiscal Year 2010-11 annual budget approval process.
3. Concur with the Board of Commissioners' action to authorize the Executive Director to execute amendments to the contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$412,943 plus a cost of living increase not to exceed the Consumer Price Index (CPI) for the County of Los Angeles as determined by the U.S. Bureau of Labor Statistics, using funds to be



requested through the Housing Authority's annual budget approval process.

4. Concur with the Board of Commissioners' action to authorize the Executive Director to amend the contract to add or delete sites, modify the scope of work, and increase the annual compensation by 10% for unforeseen project costs.
5. Concur with the Board of Commissioners' action to find that approval of the contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed contract provides for basic janitorial services such as sweeping, vacuuming, dusting and other cleaning services to ensure the facilities are clean and available for regular use.

A total of 21 locations will receive janitorial services under the contract, including the Housing Authority administrative office in Santa Fe Springs, the Mary B. Henry Community Clinic and the South Scattered Sites main office in unincorporated South Los Angeles. The contract also provides for janitorial services in the common areas of 18 Housing Authority housing developments: Francisquito Villa, Herbert Apartments, South Bay Gardens, Century and Wilton, Kings Road, Palm Apartments, Westknoll Apartments, Carmelitos, Harbor Hills, Marina Manor I and II, Lomita Manor, Whittier Manor, Sundance Vista, West 90th Street, the South Scattered Sites main office, Lancaster Homes, Orchard Arms and Foothill Villa.

The common areas include community kitchens, rooms and restrooms; conference rooms; classrooms; computer and other training rooms; offices; elevators; lobbies; hallways; and laundry rooms.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The cost for the first year is \$412,943, of which \$68,823 is budgeted in the Housing Authority's approved Fiscal Year 2009-10 budget, and the remaining \$344,120 will be requested through the 2010-11 annual budget approval process. The \$68,823 for Fiscal Year 2009-10 is comprised of \$49,552 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD), \$2,015 in Project-Based Section 8 Program funds allocated by HUD, \$4,106 from Kings Road Operating Revenue, \$12,482 in Section 8 Operating Funds allocated by HUD, and \$668 in Community Development Commission general funds.

Operating Revenue, \$12,482 in Section 8 Operating Funds allocated by HUD, and \$668 in Community Development Commission general funds.

If extended, the cost of the second through fifth years of the contract will remain at the same annual amount of \$412,943, excluding CPI increases and contingency monies, using funds to be requested through the Housing Authority's annual budget approval process. The maximum amount for all five years of the contract, if fully extended, will be \$2,064,715, excluding CPI increases and contingency.

A 10% contingency, in the amount of \$41,294 for the first year, and the same amount plus CPI increases for the second through fifth years, is also being set aside for any unforeseen project costs, using the same source of funds described above.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Diamond Contract Services, Inc. will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

Diamond Contract Services, Inc., has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to full-time employees while providing services under the contract.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On September 29, 2009, a Request for Proposal (RFP) process was initiated to identify contractors to provide janitorial services for the Community Development Commission and Housing Authority offices and housing developments. Notices were mailed to 201 vendors from the Housing Authority vendor list. A copy of the RFP was also posted on the Housing Authority and County websites.

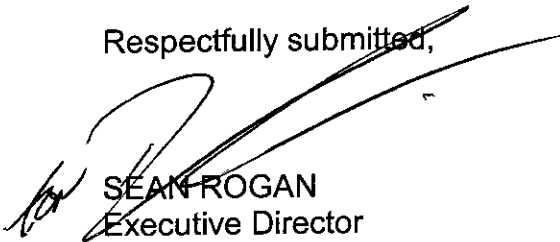
A Pre-Proposal Conference was held at Community Development Commission headquarters. A total of 37 contractors participated in the Pre-Proposal Conference. On November 30, 2009, nine proposals were received. One vendor was found to be non-responsive and was disqualified.

In December 2009, a staff panel evaluated the proposals and ranked each firm independently. Using the informed averaging method, Diamond Contract Services, Inc. was determined to be the most qualified vendor based on criteria stated in the RFP and is therefore being recommended for the contract award. The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT

The proposed contract will provide needed janitorial services for locations owned, leased or managed by the Housing Authority and continue to provide the residents with decent, safe and sanitary living conditions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the typed name and title. The signature is stylized with a large, sweeping 'S' and 'R'.

SEAN ROGAN
Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

Janitorial Services

On September 29, 2009, the following outreach was initiated to identify Janitorial Service contractors to provide necessary janitorial services for the Commission/Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen website and on the Commission/Housing Authority website.

B. Distribution of Notices

The Commission/Housing Authority's vendor list was used to mail out the Request for Proposals (RFP) notices to 201 janitorial service contractors, of which 135 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, nine proposals were received.

As a result of the outreach 40 solicitation packages were downloaded.

C. Proposal Results

On November 30, 2009, nine proposals were received. One proposal was found to be non-responsive and was disqualified. The eight proposals that met the minimum requirements were forwarded to the five-member evaluation panel for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.) approach to providing the services, Section 3, Living Wage Program and costs. The final evaluation results are as follows:

• Diamond Contract Services, Inc.	892.5
• PJ Cephas Corporation	888.5
• Lincoln Training Center	876.0
• Lee's Maintenance Service, Inc.	549.0
• QCS Building Services, Inc.	834.0
• Expert Building Maintenance, LLC	710.0
• Julie-Rene's Cleaning Service, LLC	692.5
• Best Building Maintenance, Inc.	625.5

Diamond Contract Services, Inc. is being recommended for the contract award for janitorial service based on the evaluation criteria set forth in the RFP.

ATTACHMENT B

Contract Summary

Project Name: JANITORIAL SERVICES
Location: 18 housing developments, the South Scattered Sites main office and 2 administrative buildings owned, leased or managed by the Housing Authority.
Number: CDC09-145
Contract Start Date: May 1, 2010
Contractor: Diamond Contract Services, Inc.
Purpose: The purpose of this contract is to provide regular monthly janitorial services to 18 housing developments, the South Scattered Sites main office and 2 administrative buildings owned, leased or managed by the Housing Authority.

Scope of Work: See Attached Contract for the Scope of Work

Term: Upon execution, the contract shall remain in full force until April 30, 2011 unless sooner terminated or extended in writing.

Option to Renew: The Housing Authority has the option to renew the contract for four (4) additional one year terms, unless sooner terminated or extended in writing.

Liquidated Damages: In the event of a breach of contract, as it relates to the Living Wage Program the Housing Authority may, at its sole discretion, assess against the Contractor liquidated damages of Fifty Dollars and Zero Cents (\$50) per Employee per day for each and every instance of an underpayment to an employee. The Housing Authority may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

Performance Review: A performance review shall be conducted periodically to ensure the Contractor is performing specifically to the instructions of the contract. Based on the assessment of the performance review, written notification will be given to the Contractor to correct any deficiencies and then determine whether the agreement will be terminated at the end of the current year or will be continued into the next contract year.

Compensation: The Contractor shall be paid full compensation for the work required, performed, and accepted, an annual amount of \$412,943, which includes \$67,730 for as needed services. There is also a 10% contingency in the amount of \$41,294. After the first year, the Housing Authority may extend the contract for an additional four years, in one-year increments, contingent upon availability of funds. The Housing Authority will use funds to be approved through the annual budget process.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**CONCURRENCE TO AWARD A CONSTRUCTION CONTRACT FOR THE SOUTH
SCATTERED SITES UNIT REHABILITATION PROJECT
(DISTRICT 2)**

SUBJECT

This letter recommends approval of a construction contract with Dan Contractor for interior rehabilitation work at six housing units in unincorporated South Los Angeles. The units are part of the Housing Authority's South Scattered Sites.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Concur with the Board of Commissioners' action to award and authorize the Executive Director to execute and if necessary terminate a contract in the amount of \$126,300 to Dan Contractor, to complete interior rehabilitation work at six housing units located throughout unincorporated South Los Angeles, following approval as to form by County Counsel.
2. Concur with the Board of Commissioners' action to authorize the Executive Director to use up to \$126,300 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2009-10 budget for this purpose.
3. Concur with the Board of Commissioners' action to authorize the Executive Director to approve contract change orders not exceeding \$25,260 for unforeseen project costs, using the same source of funds.

4. Concur with the Board of Commissioners' action to find that the approval of the contract is exempt from the provisions of the California Environmental Quality Act (CEQA) because the work includes activities that will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The contract will provide for interior rehabilitation including drywall repair, flooring replacement, kitchen and bathroom rehabilitation, light fixtures and smoke detectors replacement, electrical replacement, minor hazardous material abatement, and other associated work for six units located throughout the South Scattered Sites area. The units are damaged due to deterioration caused by normal wear and tear, resident damage and water leaks. All six units are currently vacant.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The improvements will be funded with up to \$126,300 in CFP funds allocated by HUD and included in the Housing Authority's approved Fiscal Year 2009-10 budget.

A 20% contingency, in the amount of \$25,260, is also being set aside for unforeseen costs, using the same source of funds. The contingency is recommended because rehabilitation work often reveals additional damage not identified in the initial scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The six units are located at the following addresses: 1617 E. 87th Street, Unit B; 1101 W. 91st Street, Unit 8; 1338 W. 105th Street, Unit 4; 1340 W. 105th Street, Unit 9; 11126 S. Budlong Avenue, Unit A; and 1949 E. El Segundo Avenue, Unit 10. All are in unincorporated South Los Angeles.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Dan Contractor will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

CONTRACTING PROCESS

On December 31, 2009, the Housing Authority initiated an outreach to identify a contractor to complete the improvements at the subject properties. Invitations for Bids were mailed to all 621 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen website. Twenty-five bid packages were requested.

On February 4, 2010, twelve bids were received and formally opened. The lowest bidder, Dan Contractor was determined to be the most responsive and responsible and is being recommended for the contract award. The Summary of Outreach Activities is provided as Attachment A.

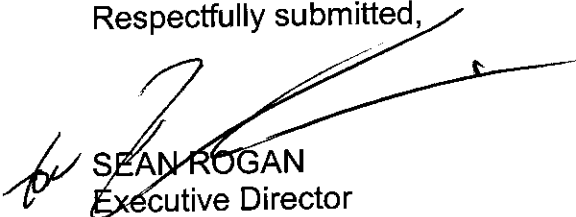
ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of the CEQA pursuant to State CEQA Guidelines Section 15301 because it does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECT

The award of the contract will allow the Housing Authority to complete interior rehabilitation improvements for six South Scattered Sites housing units, in order to provide future residents with decent, safe and sanitary living conditions.

Respectfully submitted,



SEAN ROGAN
Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

South Scattered Sites Units Rehabilitation Project

On December 31, 2009, the following outreach was initiated to identify a contractor for the interior rehabilitation of 6 housing units located at the following addresses: 1617 E. 87th Street, Unit B; 1101 W. 91st Street, Unit 8; 1338 W. 105th Street, Unit 4; 1340 W. 105th Street, Unit 9; 11126 S. Budlong Avenue, Unit A; and 1949 E. El Segundo Avenue, Unit 10, in the unincorporated area of South Los Angeles County.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	Wave Community Newspapers

An announcement was also posted on the County website.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 621 B-licensed contractors, of which 526 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, twenty-five bid packages were requested.

C. Pre-Bid Conference and Site Walk

On January 14, 2010 a mandatory pre-bid conference and site walk was conducted. Thirty-nine firms were in attendance.

D. Bid Results

On February 4, 2010, a total of twelve bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Dan Contractor	\$ 126,300
Corral Construction	\$ 129,484
Beverly Western Interiors	\$ 137,500
BREJ Corporation	\$ 158,000

Advantage Plumbing Group, Inc.	\$ 167,974
ARAMCO Construction, Inc.	\$ 172,733
Capital Development, Inc.	\$ 174,650
Omega Construction	\$ 210,537
Anderson Group International	\$ 219,183
AZ Home, Inc.	\$ 225,600
ZK Construction	\$ 226,500
Spec. Construction Co., Inc.	\$ 359,563

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Dan Contractor	Minority	Total: 3 3 Minorities 0 Women 100% Minority 0% Women

F. Minority/Female Participation – Contractors Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Corral Construction	Minority	Total: 6 6 Minorities 1 Woman 100% Minority 17% Women
Beverly Western Interiors	Minority	Total: 6 6 Minorities 0 Women 100% Minority 0% Women
BREJ Corporation	Minority	Total: 5 5 Minorities 1 Woman 100% Minority 20% Women
Advantage Plumbing Group, Inc.	Minority	Total: 7 6 Minorities 2 Women

		86% Minority 29% Women
ARAMCO Construction, Inc.	Non-Minority	Total: 4 0 Minorities 0 Women 0% Minority 0% Women
Capital Development, Inc.	Non-Minority	Total: 5 5 Minorities 2 Women 100% Minority 40% Women
Omega Construction	Minority	Total: 2 2 Minorities 1 Woman 100% Minority 50% Women
Anderson Group International	Minority	Total: 26 18 Minorities 12 Women 69% Minority 46% Women
AZ Home, Inc.	Non-Minority	Total: 14 9 Minorities 1 Woman 64% Minority 7% Women
ZK Construction	Non-Minority	Total: 3 2 Minorities 1 Woman 66% Minority 33% Women
Spec. Construction Co., Inc.	Non-Minority	Total: 16 9 Minorities 2 Women 56% Minority 13% Woman

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: South Scattered Sites Units Rehabilitation Project
Location: 1617 E. 87th Street, Unit B; 1101 W. 91st Street, Unit 8; 1338 W. 105th Street, Unit 4; 1340 W. 105th Street, Unit 9; 11126 S. Budlong Avenue, Unit A; and 1949 E. El Segundo Avenue, Unit 10 in the unincorporated area of South Los Angeles County
Bid Number: CDC09-238
Bid Date: February 4, 2010
Contractor: Dan Contractor
Services: The rehabilitation unit improvements include drywall repair, flooring replacement, kitchen and bathroom rehabilitation, light fixtures and smoke detectors replacement, electrical replacement, minor hazardous material abatement, and other associated work.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all Addenda to the Contract Documents.

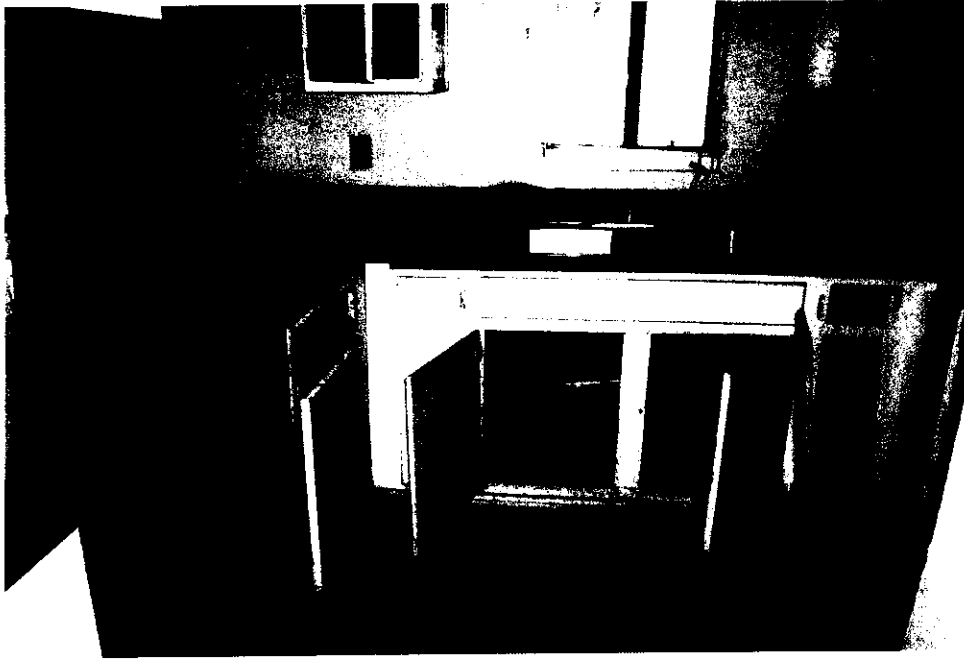
Time of Commencement and Completion: The work to be performed under this Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within one hundred and five (105) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

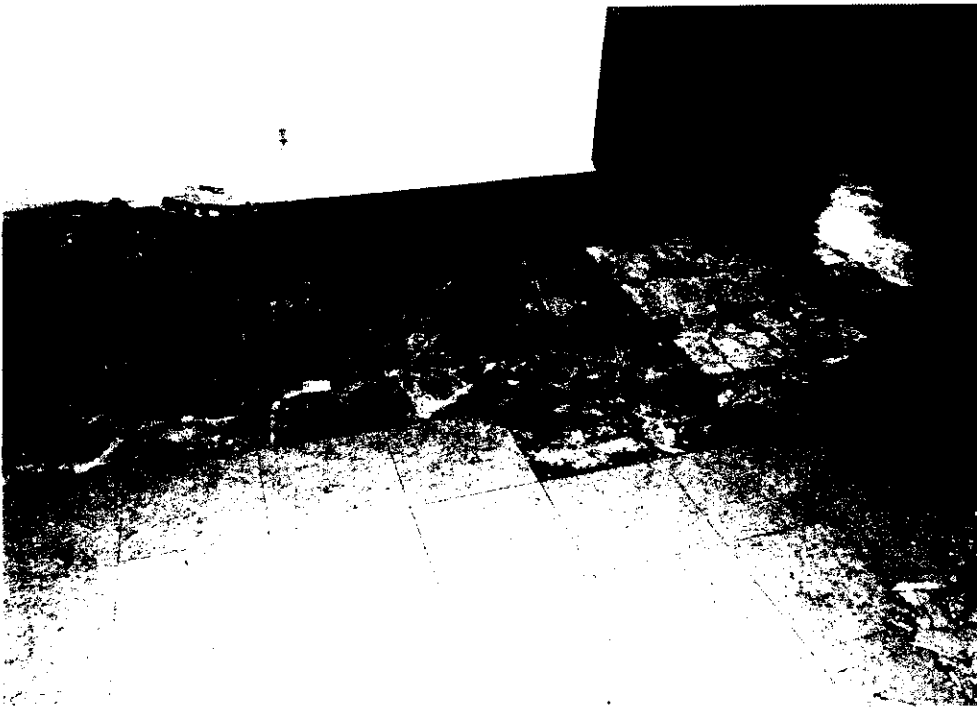
Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred Twenty-Six Thousand Three Hundred Dollars (\$126,300)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: \$25,260

South Scattered Sites Units Rehabilitation Project

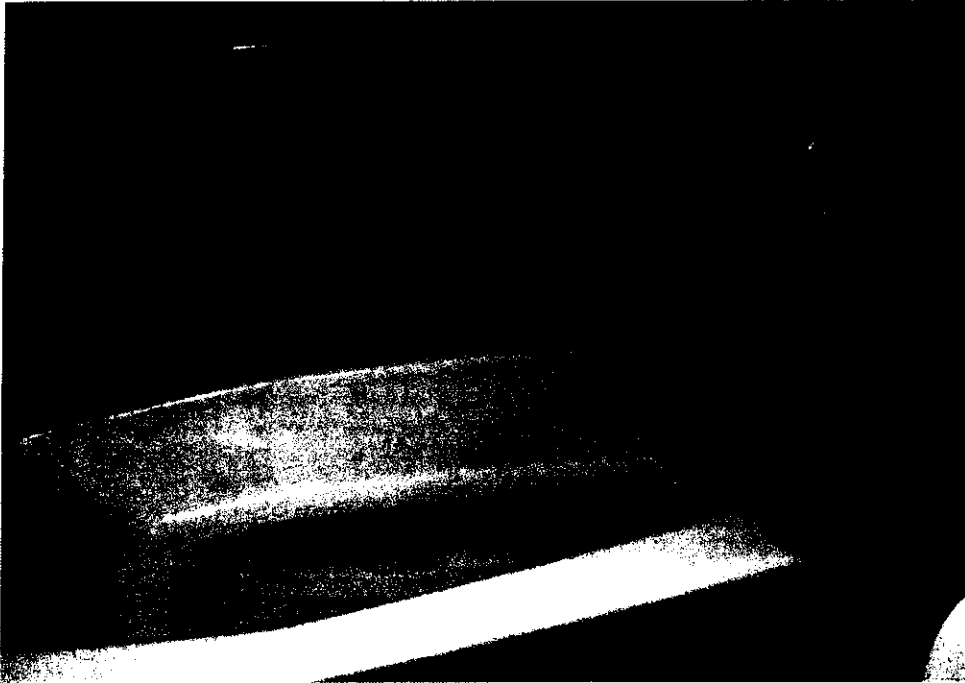


1. 1617 E. 87th Street, Unit B: Replace kitchen cabinets and countertops.

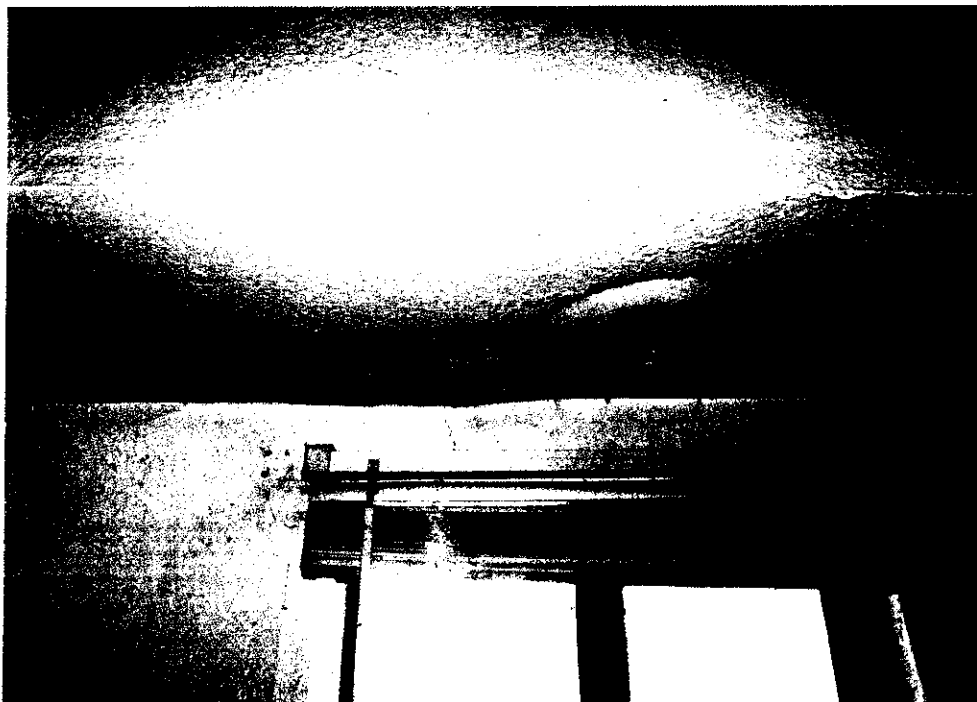


2. 1101 W. 91st St., Unit 8: Vinyl tiles and sub-floor replacement.

South Scattered Sites Units Rehabilitation Project

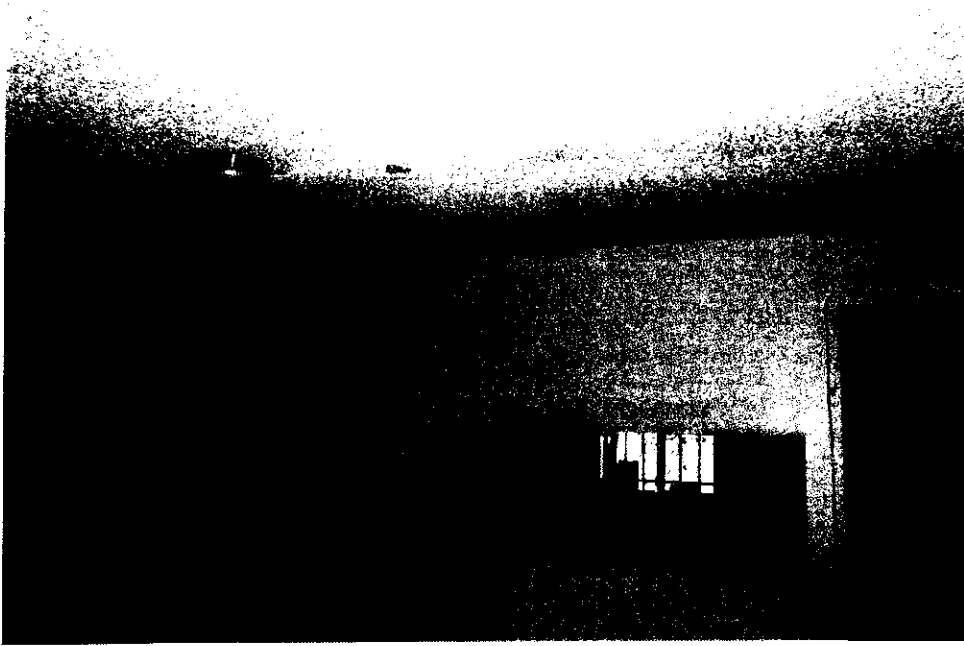


3. 1338 W. 105th St., Unit 4: Remove and replace all tiles in tub/shower.



4. 1340 W. 105th St., Unit 9: Replace Kitchen light fixture and patch and paint damaged ceiling drywall area.

South Scattered Sites Units Rehabilitation Project



5. 11126 Budlong, Unit A: Remove and replace water damaged ceiling. Patch, paint, and retexture.



6. 1949 E. El Segundo Ave., Unit 10: Window sill and wall surface repair.



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of the County of Los Angeles**

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**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**CONCURRENCE TO ADOPT A RESOLUTION ACCEPTING THE VOLUNTARY
TRANSFER OF HOUSING CHOICE VOUCHERS FROM
THE HOUSING AUTHORITY OF THE CITY OF PARAMOUNT
TO THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the voluntary transfer of Section 8 Housing Choice Vouchers from the Housing Authority of the City Paramount (Paramount) to the Housing Authority of the County of Los Angeles (HACoLA).

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Concur with the Board of Commissioners' action to adopt and instruct the Chair to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from Paramount to HACoLA; and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD).
2. Concur with the Board of Commissioners' action to find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.



PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to transfer Paramount Section 8 Housing Choice Vouchers and Section 8 Annual Contributions Contract (ACC) budget authority to HACoLA. This will provide HACoLA with 203 additional Section 8 Housing Choice Vouchers, which can be used anywhere within HACoLA's jurisdiction, and which will continue to include the City of Paramount.

FISCAL IMPACT/FINANCING

There is impact on the County general fund. Upon approval of the voucher transfer, HACoLA will receive 203 additional vouchers, which will equate to approximately \$202,623 in administrative fees and \$1,708,887 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1985, your Board authorized the execution of an Administration Agreement between the HACoLA and Paramount whereupon HACoLA has acted as an agent of Paramount for the Section 8 Housing Choice Voucher Program. HACoLA provides direct tenant services, including applicant selection, housing inspections, and tenant certifications. HACoLA is responsible for the issuance of housing assistance payment checks to landlords, program reporting, monitoring, and technical assistance. HACoLA also prepares annual Agency and Administrative Plans on behalf of Paramount for submission to HUD.

The Administration Agreement provides HACoLA with full administrative and operating responsibilities, including the receipt and disbursement of all program funds due under Paramount's ACC. A joint bank account has been established between Paramount and HACoLA for the receipt and disbursement of all program funds, including the payment of any preliminary and administrative fees to the HACoLA that are due under the ACC.

In recent years, HACoLA has found that it is no longer economically feasible administer the Housing Choice Voucher Program on behalf of Paramount in exchange for Paramount's Administrative Fee compensation under its ACC with HUD. Furthermore, the administrative burden occasioned by the administrative agreement has made the management and operation of both HACoLA's and Paramount's Housing Choice Voucher programs a difficult challenge.

In an effort to improve on the structure of the Housing Choice Voucher program and to bring stability to a program that has been extremely difficult to manage due to the uncertainty of annual funding for housing assistance payments and administrative fees, both HACoLA and Paramount have agreed to voluntarily transfer Paramount's program vouchers and corresponding budget authority to HACoLA. On March 2, 2010, Paramount's governing body adopted a resolution agreeing to the proposed voluntary

transfer of the Section 8 Housing Choice program vouchers and corresponding budget authority to HACoLA. The adopted resolution is attached.

Therefore, HACoLA requests your adoption of the attached resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from Paramount to HACoLA. Upon adoption of the attached resolution, HACoLA will request that HUD consider the transfer of budget authority and corresponding vouchers for the Section 8 Housing Choice Voucher program from the Paramount ACC to the HACoLA Consolidated ACC. As part of the application process, HUD requires the approved resolution and at least 90 days notice before the requested effective date of the transfer.

ENVIRONMENTAL DOCUMENTATION

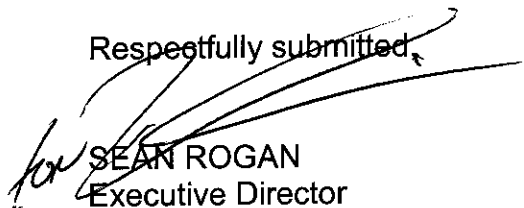
This activity is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative activity that will not have a physical impact on or result in any physical changes to the environment. The activity is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM

Approval of this action will allow HACoLA to receive 203 additional vouchers, which will equate to approximately \$202,623 in administrative fees and \$1,708,887 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program. After the transfer is complete, the Paramount waiting list will be merged with the HACoLA waiting list using the applicant's original registration date. Additionally, HACoLA staff will no longer have to prepare separate Agency and Administrative Plans for Paramount, reducing the total workload associated with administering these vouchers.

HUD will complete the transfer of all Family Reports (form HUD-50058) so that all affected families will be recorded under HACoLA.

Respectfully submitted,



SEAN ROGAN
Executive Director

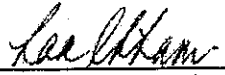
Attachments: 2

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF PARAMOUNT)

I, Lana Chikami, City Clerk of the City of Paramount, California, DO HEREBY CERTIFY that the attached document is a true and correct copy of City of Paramount **Resolution No. HA 1-10** adopted by the Housing Authority of the City of Paramount at their meeting held on **March 2, 2010**.

Signed and sealed this 3rd day of March 2010.



Lana Chikami, City Clerk

(SEAL)

27th DEPT. OF...

MAR 04 2010

CITY OF PARAMOUNT
LOS ANGELES COUNTY, CALIFORNIA

PARAMOUNT HOUSING AUTHORITY
RESOLUTION NO. HA 1-10

A RESOLUTION OF THE PARAMOUNT HOUSING AUTHORITY
APPROVING THE VOLUNTARY TRANSFER OF HOUSING CHOICE
VOUCHERS FROM THE PARAMOUNT HOUSING AUTHORITY TO
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, as a Public Housing Agency, the Paramount Housing Authority receives an allocation of Housing Choice Vouchers issued by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, since 1985, the Paramount Housing Authority has contracted with the Housing Authority of the County of Los Angeles to administer the Section 8 Housing Choice Voucher program (the "Program") through HUD; and

WHEREAS, the Paramount Housing Authority and the Housing Authority of the County of Los Angeles opened a joint depository account for the receipt and disbursement of all Program funds and for the payment of preliminary and administrative fees to the Housing Authority of the County of Los Angeles which are allocated to the Paramount Housing Authority under its Annual Contributions Contract with HUD; and

WHEREAS, the Housing Authority of the County of Los Angeles notified the Paramount Housing Authority indicating that the Housing Authority of the County of Los Angeles could no longer administer the Program in accordance with the contractual rate of Administrative Fee compensation, which is an amount compensated through a formula devised by HUD; and

WHEREAS, HUD has issued policies (Notice PIH 2007-6 and PIH 2008-19), which outline the process by which a Public Housing Agency may voluntarily transfer its Housing Choice Vouchers and corresponding budget authority to another Public Housing Agency; and

WHEREAS, the Paramount Housing Authority considered this matter at its meeting of March 2, 2010.

NOW, THEREFORE, the Paramount Housing Authority hereby resolves as follows:


Section 1: The Paramount Housing Authority hereby approves the voluntary transfer of Housing Choice Vouchers and corresponding budget authority from the Paramount Housing Authority to the Housing Authority of the County of Los Angeles contingent upon approval of the transfer from HUD.

Section 2: The Paramount Housing Authority shall submit a letter to HUD, as per Notice PIH 2007-6 and PIH 2008-19, requesting the voluntary transfer to be approved by HUD. As per Notice PIH 2007-6 and PIH 2008-19, the effective date of the transfer will be a minimum of 90 days after the submittal of the letter and the approved resolution to HUD.

Section 3: The Paramount Housing Authority direct the Executive Director to transmit a copy of this Resolution to the Housing Authority of the County of Los Angeles.

PASSED, APPROVED, and ADOPTED by the Paramount Housing Authority this
2nd day of March, 2010.


Peggy Lemons, Chairman

Attest:

Linda Benedetti-Leal, Executive Director

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF PARAMOUNT)

I, Lana Chikami, City Clerk of the City of Paramount, California, DO HEREBY CERTIFY that the foregoing **RESOLUTION NO. HA 1-10** was duly approved and adopted by the Commissioners of the Housing Authority at their meeting held on **March 2, 2010**, and said resolution has been signed by the Chairman and attested by the Executive Director, and that the same was approved and adopted by the following vote, to wit:

AYES:	COMMISSIONERS:	Hansen, Hofmeyer, Martinez Vice Chairman Daniels, Chairman Lemons
NOES:	COMMISSIONERS:	None
ABSENT:	COMMISSIONERS:	None
ABSTAIN:	COMMISSIONERS:	None

Dated: March 3, 2010



Lana Chikami, Deputy Secretary/City Clerk

(SEAL)

**RESOLUTION AGREEING TO THE VOLUNTARY TRANSFER OF HOUSING CHOICE
VOUCHERS FROM THE CITY OF PARAMOUNT HOUSING AUTHORITY TO THE
HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES**

WHEREAS, as a Public Housing Agency, the City of Paramount Housing Authority (Paramount) receives an allocation of Housing Choice Vouchers issued by the United States Department of Housing and Urban Development (HUD);

WHEREAS, since 1985, the Housing Authority of the County of Los Angeles (HACoLA) has been operating the Section 8 Housing Choice Voucher program (the "Program") on behalf of Paramount;

WHEREAS, Paramount and HACoLA opened a joint depository account for the receipt and disbursement of all Program funds and for the payment of preliminary and administrative fees to HACoLA which are allocated to Paramount under its Annual Contributions Contract (ACC) with HUD;

WHEREAS, HACoLA is no longer able to administer the Program on behalf of Paramount in exchange for Paramount's Administrative Fee compensation under its ACC with HUD;

WHEREAS, HUD has issued policies (Notice PIH 2007-6 and PIH 2008-19), which outline the process by which a Public Housing Agency may voluntarily transfer its Housing Choice vouchers and corresponding budget authority to another Public Housing Agency; and

WHEREAS, on March 2, 2010, Paramount's governing body adopted a Resolution agreeing to the proposed voluntary transfer of the Program vouchers and corresponding budget authority to HACoLA.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. The HACoLA hereby agrees to the proposed voluntary transfer of Housing Choice vouchers and corresponding budget authority from Paramount, contingent upon approval of the transfer from the HUD.
2. The Executive Director of the HACoLA shall submit a letter to HUD, as required per Notice PIH 2007-6 and PIH 2008-19, requesting that the transfer be approved by HUD.
3. As per Notice PIH 2007-6 and PIH 2008-19, the effective date of the transfer will be a minimum of 90 days after the submittal of the letter and the approved resolution to HUD.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing
Authority of the County of Los Angeles on this ____ day of _____, 2010.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of
the Board of Commissioners

By: _____
Deputy

By: _____
Chair, Board of Commissioners

APPROVED AS TO FORM:
ANDREA SHERIDAN ORDIN
County Counsel

By: _____
Deputy



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

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323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**CONCURRENCE TO APPROVE THE INCORPORATION OF
HOUSING ASSISTANCE PAYMENT FUNDS INTO THE HOUSING AUTHORITY'S
APPROVED FISCAL YEAR 2009-10 BUDGET**

SUBJECT

This letter recommends incorporation of an additional \$18,000,000 into the Housing Authority's approved Fiscal Year 2009-10 budget to cover Housing Assistance Payments for Housing Choice Voucher (Section 8) participants.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Concur with the Board of Commissioners' action to authorize the Executive Director to incorporate into the Housing Authority's approved Fiscal Year 2009-10 budget an additional \$18,000,000 in Housing Assistance Payments received from the U.S. Department of Housing and Urban Development (HUD) as a result of increased leasing to Section 8 participants.
2. Concur with the Board of Commissioners' action to find that the incorporation of funds is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The incorporation of \$18,000,000 into the Housing Authority's approved Fiscal Year 2009-10 budget will cover the costs of Housing Assistance Payments (HAPs) for Section 8 participants.



Honorable Housing Commissioners
April 28, 2010
Page 2

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The Section 8 program receives federal funds from HUD to cover the HAPs made on behalf of Section 8 participants. A total of \$18,000,000 of these funds will be incorporated into the Housing Authority's approved Fiscal Year 2009-10 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

When the Fiscal Year 2009-10 budget was developed in December 2008, the Housing Authority's voucher allocation from HUD was 20,747 vouchers, and staff estimated the voucher lease-up rate to average 95% for the next Fiscal Year. However, the Housing Authority's voucher allocation increased to 20,980, due in part to additional port-in vouchers from other housing authority jurisdictions that are being absorbed. Additionally, the Housing Authority's additional lease-up efforts to assist low- and moderate-income participants resulted in an actual Fiscal Year 2009-10 lease-up rate of 99.4%.

The additional 4.4% lease-up rate and increased rental payment costs account for the increased HAPs of approximately \$18,000,000. Due to the increased lease-up efforts, the Housing Authority was able to assist approximately 1,144 additional households.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative and management activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

The approval of the incorporation of funds will enable the Housing Authority to administer the funds necessary to assist low- and moderate-income participants of the Section 8 Housing Choice Voucher Program.

Respectfully submitted,



SEAN ROGAN
Executive Director



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan

Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
FISCAL YEAR 2010-2011 BUDGET**

SUBJECT

This letter recommends approval of the Fiscal Year 2010-2011 Budget of the Housing Authority of the County of Los Angeles which includes revenues and expenditures of \$326,241,300.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment A) approving the Housing Authority of the County of Los Angeles (Housing Authority) Fiscal Year 2010-2011 Budget (Budget), which includes revenues and expenditures of \$326,241,300.
2. Recommend that the Chairman of the Board of Commissioners sign the related Transmittal Resolution (Attachment B) certifying submission of the Budget by the Board to the U.S. Department of Housing and Urban Development (HUD).
3. Recommend that the Board of Commissioners adopt and instruct the Chairman to sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Housing Authority's external auditors, Klynveld Peat Marwick Goerdeler (KPMG) in April 2002.

4. Recommend that the Board of Commissioners instruct the Executive Director to implement the Budget and take all related actions, including execution of all required documents, for the purposes described herein, following approval as to form by County Counsel.
5. Recommend that the Board of Commissioners find that the approval of the Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve the Fiscal Year 2010-2011 Budget of the Housing Authority. HUD requires that the Board of Commissioners approve the Fiscal Year 2010-2011 Budget prior to the release of funds for continued operation of the Assisted Housing Division, Housing Management Division, and five residential and community assistance programs.

The Housing Authority must receive formal approval annually for its cost allocation plan that was developed in 2002 by KPMG, its external auditors at the time. The details of the allocation plan were previously submitted to your Board in May 2007, and subsequently approved in June 2007. The allocation methodology remains the same for Fiscal Year 2010-2011.

FISCAL IMPACT/FINANCING

The Housing Authority's Fiscal Year 2010-2011 Budget includes a request to the Chief Executive Office for \$430,000 in County General Funds to support the University of California Cooperative Extension Program (Cooperative Extension). There are no other County General Funds included in the Housing Authority's Fiscal Year 2010-2011 Budget.

The proposed Housing Authority Fiscal Year 2010-2011 Budget is \$326,241,300, an increase of \$13,833,300 over Fiscal Year 2009-2010. This increase is primarily due to the Housing Authority's increased lease-up rates, allocation of additional vouchers, and hiring of additional staff as approved in the supplemental budget in September 2009.

The following table compares funding levels for Fiscal Years 2009-2010 and 2010-2011.

Housing Authority	2009-2010 Budget	2010-2011 Budget
Divisions		
Assisted Housing – Section 8 Rental Assistance	\$ 247,190,100	\$ 262,718,000
Housing Management – Public Housing	\$ 32,367,100	\$ 32,573,100
Housing Management – Capital Fund	\$ 11,659,200	\$ 12,594,900
Other Programs		
City of Industry – Tax Increment	\$ 17,538,600	\$ 15,605,600
Fraud Investigation/Program Compliance Unit*	\$ 1,168,000	\$ 2,037,100
Office of Community and Educational Partnerships**	\$ 1,902,500	\$ 0
Cooperative Extension	\$ 430,000	\$ 430,000
Condo Conversion	\$ 0	\$ 187,500
Youth in Focus**	\$ 62,500	\$ 0
Mary B. Henry Community Clinic	\$ 90,000	\$ 95,100
TOTAL	\$ 312,408,000	\$ 326,241,300
Staffing		
Regular Staff	297.34	308.21
Contract Staff	57.66	49.80
TOTAL	355.00	358.01
*Fraud Investigations has merged with Housing Management's Crime and Safety Unit to form the new Program Compliance Unit		
**OCEP and Youth in Focus are now included in Housing Management Budget		

Assisted Housing Division

During Fiscal Year 2010-2011, the Assisted Housing Division will administer a total of \$262,718,000 to provide rental assistance to approximately 23,446 low- and very low-income families and seniors. This is an increase of \$15,527,900 over Fiscal Year 2009-2010, and is due to the Housing Authority's increased lease-up resulting in increased housing assistance payments; allocation of additional vouchers to the Housing Authority due to new programs; the conversion of vouchers from owners opting out of the Moderate Rehabilitation Program; and additional staff that were added through the supplemental budget approved in September 2009. In April 2010, the Division received an allocation of Family Self Sufficiency (FSS) Coordinator grant funds of \$204,000,

marking the first time since 2006 that the Housing Authority has received FSS funding. A portion of these funds are included in the Assisted Housing Division budget for Fiscal Year 2010-2011.

Housing Management Division

The Housing Management Division manages and maintains 2,962 public housing units and 374 affordable housing units and provides resident services such as computer centers, after-school homework assistance, counseling services, photography, and other programs for youth.

During Fiscal Year 2010-2011, the Housing Management Division will administer a total of \$32,573,100, which includes funds from HUD, public housing rent revenue, and other sources. The Budget reflects an increase of \$206,000 from Fiscal Year 2009-2010 budget due in part to the consolidation of the Resident Services Programs within Housing Management. The increase was offset by the completion of several capital projects that were funded by Community Development Block Grant (CDBG) and a reduction in Sheriff's services at several housing developments. CDBG funds included in Fiscal Year 2010-2011 for Housing Management total \$2,966,164 and are comprised of \$1,645,146 carried over from Fiscal Year 2009-2010, and the new year's allocation amount of \$1,321,000. CDBG funds will be used for public housing improvements and resident services.

The Youth in Focus and Office of Community and Educational Partnerships programs have been consolidated into the Resident Services Programs (RSPs) within the Housing Management Division and are therefore included in the Fiscal Year 2010-2011 budget for Housing Management. RSPs provide services to youth, families, seniors, and residents with disabilities. Programs include adult literacy, recreation, after-school programs, workforce development, and elderly supportive services. The RSPs continue to look for ways to maximize their services and, to this end, have partnered with local colleges, faith-based organizations, and non-profits. Volunteerism remains a focal point for the RSPs; volunteers provide the assistance needed to build capacity and enhance resident services programs operated at the Public Housing Sites. The budget for these programs is comprised of CDBG funds and other grants.

The Housing Management Division also manages the Capital Fund Program (CFP), which are funds received annually through an allocation based on formula from HUD. These funds are used to rehabilitate housing units, perform site improvements and to provide resident initiative activities for public housing residents. The CFP total budget includes \$9,504,900 in funds carried over from prior years' allocations and grants, including funds awarded through the economic stimulus package American Recovery and Reinvestment Act (ARRA) of 2009 and the Capital Fund Recovery Competitive Grant for Green Communities for the Nueva Maravilla Green Energy Retrofit Project, and \$3,090,000 in funds from the Fiscal Year 2010-2011 allocation.

Other Programs

Housing Authority programs also include the Program Compliance Unit, Cooperative Extension, Condo Conversion, and the Mary B. Henry Community Clinic. These programs provide guidance and services to the divisions and residents of Los Angeles County, including youth, adults, and seniors living in public housing sites.

The Program Compliance Unit (PCU) is the consolidation of the Fraud Investigations Unit with the Housing Management's Crime and Safety Unit. The PCU works closely with the Section 8 and the Public Housing administrative staff and outside agencies to ensure that participants and residents are complying with program requirements as well as federal, state, and local laws. The Fiscal Year 2010-2011 budget of \$2,037,100 is comprised of Public Housing funds for program compliance services provided at the housing developments, Section 8 revenues, funds recovered from investigations and funds provided through Memoranda of Understanding with other local governments for investigation services.

The Cooperative Extension program, administered by the University of California, provides educational programs for Los Angeles County residents on topics including good nutrition, youth development, urban gardening, natural resources issues, and agriculture. Programs are offered free or low cost to all County residents, and include 4-H, the Master Gardener Program, the Expanded Food and Nutrition Education Program, the Farm Advisor, and the Network for a Healthy California. Special events, including nutrition education and gardening workshops, are offered at County public housing sites as well as many other locations around the County. Its budget is comprised of \$430,000 in County General Funds.

The Housing Authority is planning to utilize \$187,500 Condo Conversion Fees received in prior years for the construction of six multi-family units to house emancipated youth in the unincorporated area of Whittier.

The \$95,100 budgeted for the Mary B. Henry Community Clinic program will provide medical services, immunizations, and workshops to promote health awareness at the clinic, and is comprised of \$90,000 in CDBG funds and \$5,100 in Commission General Funds.

Also included in the Housing Authority Budget is the City of Industry Tax Increment Program as required under California Government Code section 65584.3. The Housing Authority receives allocations of tax increment funds from the City of Industry to develop housing for low-income individuals, families, and special needs populations. These funds, budgeted at \$15,605,600, are allocated to the Housing Authority and are included in its Budget, but are administered by the Commission, which also serves as the redevelopment agency for the County of Los Angeles.

Housing Authority Staff

Housing Authority staff will increase by 3.01 positions, which reflects an increase of 10.87 in regular staff positions, and a decrease of 7.86 in contract staff positions due to redistribution of existing position authority, and conversion of existing contract staff to regular staff status.

A breakdown of staff information, by program, is provided in Attachment D.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

HUD requires that the Board of Commissioners adopt a Resolution approving the Housing Authority Budget for administration of Housing Authority programs. The Resolution has been approved as to form by County Counsel.

The Resolution approving the Fiscal Year 2010-2011 Budget and related HUD Transmittal Resolution are provided as Attachments A and B, respectively. The Resolution for adopting the cost allocation policy is provided as Attachment C. Published Budget Pages, detailing goals and objectives, and related expenditures for the upcoming year are provided as Attachment D.

ENVIRONMENTAL DOCUMENTATION

Approval of the Housing Authority's Fiscal Year 2010-2011 Budget is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES

Approval of the Fiscal Year 2010-2011 Budget of the Housing Authority will enable housing programs to continue for low- and very low-income families and seniors.

Respectfully submitted,



SEAN ROGAN
Executive Director

Attachments: 4

RESOLUTION APPROVING THE FISCAL YEAR 2010-2011
BUDGET OF THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2010-2011 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low- and very-low income families.
2. That the budget is reasonable in that:
 - (a) It indicates a source of funding adequate to cover all proposed expenditures.
 - (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Part 990.
3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.
4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.
5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2010-2011, as set forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding: \$326,241,300

Expenditure and Reserve Appropriations: \$326,241,300

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of \$50,000 or greater, must be approved by the Board of Commissioners.
4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this ____ day of _____, 2010.

ATTEST:

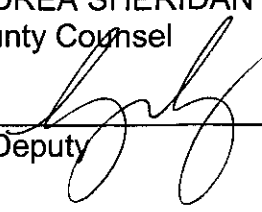
SACHI A. HAMAI
Executive Officer-Clerk of the
Board of Commissioners

By: _____
Deputy

By: _____
Chair of the
Board of Commissioners

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By:  _____
Deputy

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Los Angeles PHA Code: CA002

PHA Fiscal Year Beginning: July 1, 2010 Board Resolution Number: 1-H

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- | | | |
|-------------------------------------|--|-------------------|
| <input checked="" type="checkbox"/> | Operating Budget approved by Board resolution on: | <u>06/01/2010</u> |
| <input type="checkbox"/> | Operating Budget submitted to HUD, if applicable, on: | _____ |
| <input type="checkbox"/> | Operating Budget revision approved by Board resolution on: | _____ |
| <input type="checkbox"/> | Operating Budget revision submitted to HUD, if applicable, on: | _____ |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Gloria Molina, Chair	Signature:	Date: 06/01/2010
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RESOLUTION APPROVING THE FISCAL YEAR 2010-2011
COST ALLOCATION PLAN OF THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2010-2011 and has found:

1. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.
2. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

1. The above recitals are true and correct.
2. The Housing Authority of the County of Los Angeles adopts the following cost allocation plan, as required by the U.S. Department of Housing and Urban Development.
3. This resolution shall take effect immediately following Board approval and will be effective until a major change is proposed to be made in the methodology, at which time, the new cost allocation plan will be submitted for approval by this governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on the ____ day of _____, 2010.

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ATTEST:

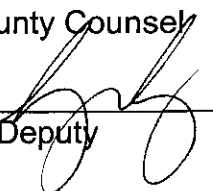
SACHI A. HAMAI
Executive Officer – Clerk of the
Board of Commissioners

By: _____
Deputy

By: _____
Chair of the
Board of Commissioners

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By:  _____
Deputy

ATTACHMENT D

FROM THE ASSISTANT EXECUTIVE DIRECTOR OF HOUSING PROGRAMS: Dorian Jenkins



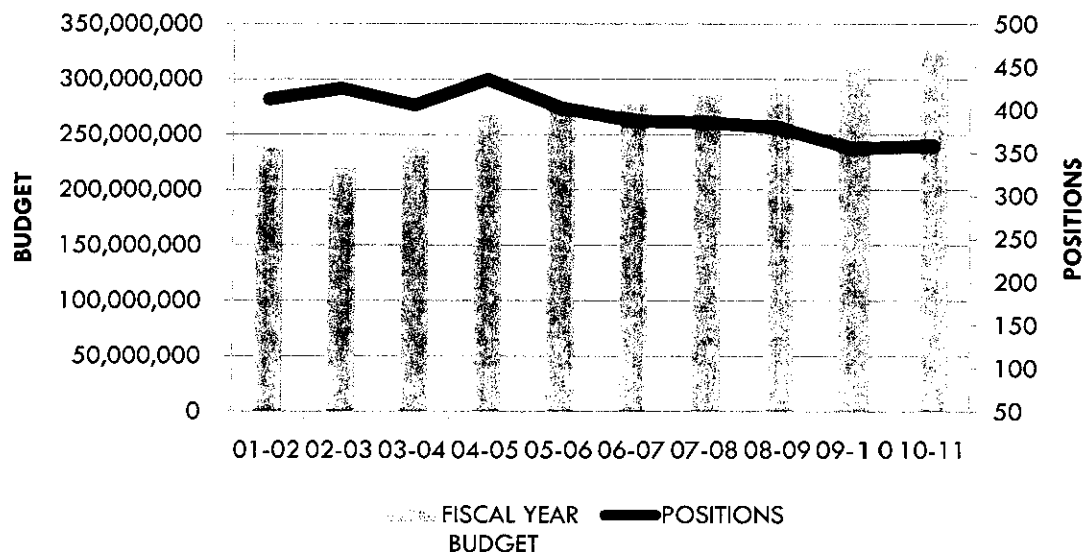
The Community Development Commission/Housing Authority of the County of Los Angeles (HACoLA) is the second largest Housing Authority in Southern California with an annual budget in excess of \$326 million dollars. The HACoLA administers over 21,000 Section 8 Housing Choice Vouchers and over 2,900 Public Housing units. As such, we recognize the vital role our Agency plays in providing affordable housing for the residents of the County of Los Angeles

We made tremendous strides during Fiscal Year 2009-2010 towards reaching High Performer status. We will continue to carry that momentum into the 2010-2011 Fiscal Year to earn High Performer status and become a leader in the Housing Industry. The upcoming year promises to be full of opportunities for continued growth in all areas. However you can expect a renewed focus on customer service, production, accountability, staff development, program integrity and technology.

Additionally, the HACoLA will work with its housing partners to improve our overall operations and explore opportunities to increase the supply of affordable housing throughout Los Angeles County.

Lastly, we will utilize our budgetary resources to efficiently and effectively manage our programs to assist the maximum number of families while ensuring compliance with all Federal regulatory requirements.

HOUSING AUTHORITY 10-YEAR TREND



AN OVERVIEW FROM THE DIRECTOR: Margarita Lares

ASSISTED HOUSING DIVISION

Since 1975, HACoLA's Assisted Housing Division has administered the Section 8 program within the Los Angeles County jurisdiction. HACoLA receives funding from the U.S. Department of Housing and Urban Development (HUD) to provide housing assistance to extremely low and very low-income individuals, families, senior citizens, and persons with disabilities residing in the unincorporated area of Los Angeles

County and 62 participating cities. The Assisted Housing Division is proud to assist over 21,000 families through the Section 8 program rent subsidies in the form of housing assistance payments (HAPs) to over 10,000 private property owners.

FAMILY SELF-SUFFICIENCY PROGRAM

In addition to providing rental subsidy assistance, the Assisted Housing Division's Family Self-Sufficiency Program empowers Section 8 recipients to become economically independent by providing families with community based services and resources.

SMALL CITIES HOUSING AUTHORITIES

The Division currently administers the full operation of the Section 8 rental assistance program on behalf of the following Housing Authorities (HA): City of Santa Fe Springs HA; City of Lakewood HA; City of Lomita HA; City of Paramount HA; City of Lawndale HA; and City of West Hollywood HA. Four of these cities, Santa Fe Springs, Lomita, Paramount and Lawndale, have received approval from their Councils to merge their voucher allocation into HACoLA. This transfer is still pending HUD approval.

SPECIAL PROGRAMS

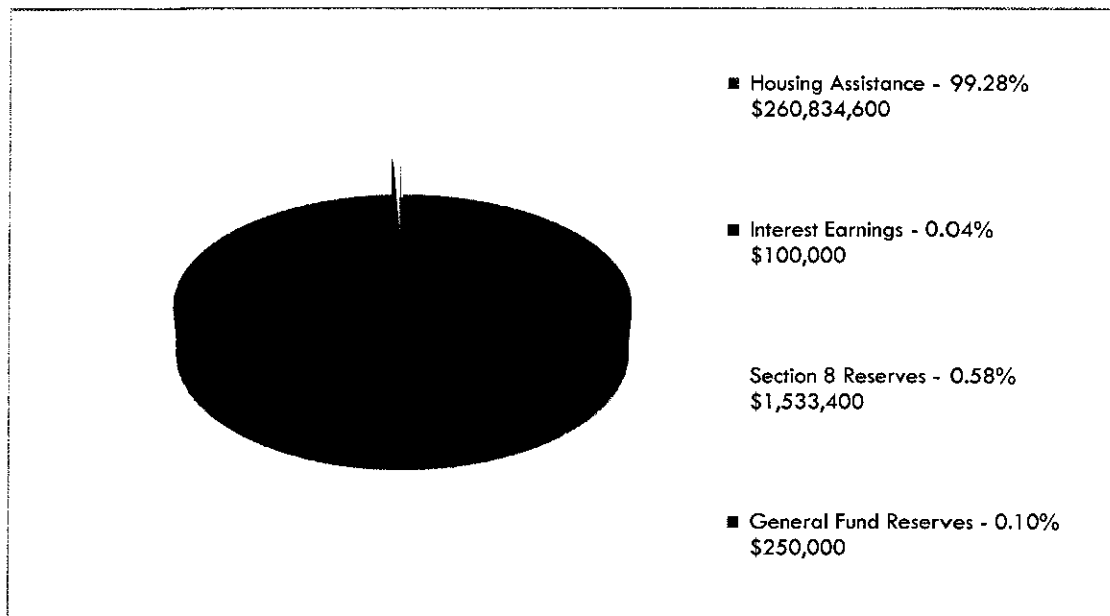
The Division also offers a variety of Section 8 special programs to eligible households. They each have different eligibility requirements and each target various segments of low-income households such as persons with AIDS and homeless individuals. HACoLA is committed to housing homeless individuals and families through the Homeless Program, HUD-VASH, and Shelter Plus Care programs.

MODERATE REHABILITATION PROGRAM

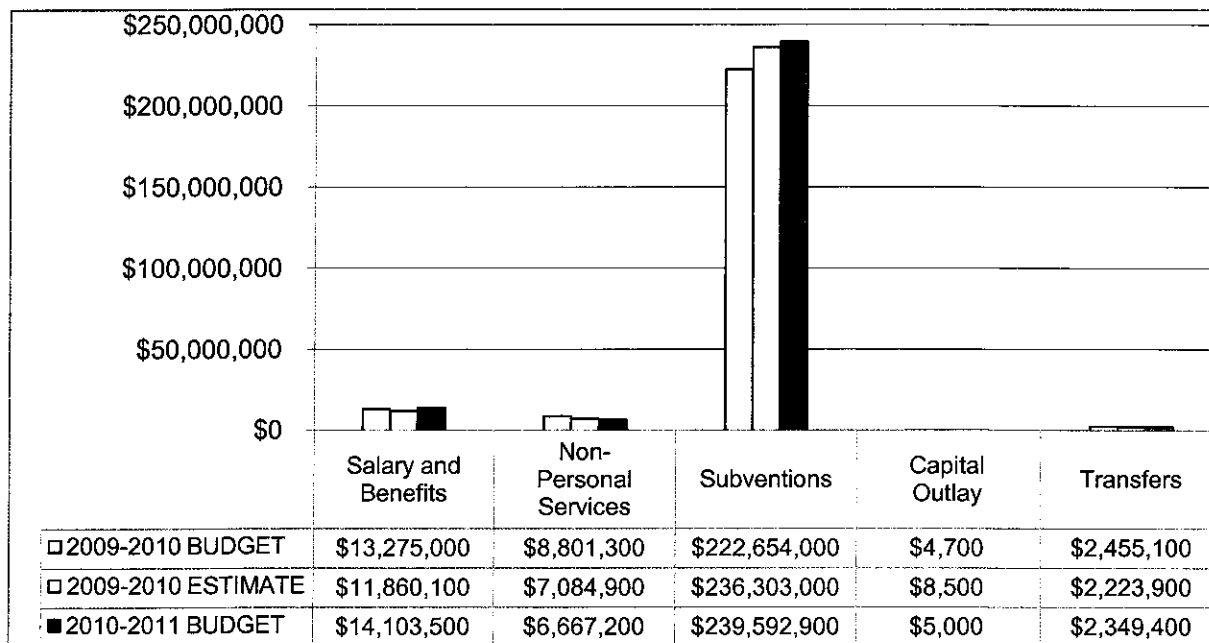
The Moderate Rehabilitation Program is a unit-based rental subsidy program for low to moderate-income individuals and families. Although funding is no longer available for new participants, the Assisted Housing Division continues to assist approximately 280 existing families.

DIVISION BUDGET \$262,718,000

Sources of Funds



Uses of Funds



TOTAL BUDGET	\$247,190,100	\$257,480,400	\$262,718,000
TOTAL EMPLOYEES	195.25	185.62	200.00
Number of Regular Employees	179.25	167.62	178.00
Number of Contract Employees	16.00	18.00	22.00

DIVISION OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

Mission: Provide quality housing assistance with care and integrity in Los Angeles County, and continue to improve operations and efficiencies to become a high performer.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$247,190,100	\$257,480,400	\$262,718,000
<i>Number of Employees:</i>	195.25	185.62	200.00

FY 09-10 Major Accomplishments:

- Reached a 100% voucher utilization rate and expended 100% of annual Housing Assistance Payments (HAP) funding.
- Received a Standard Performer rating under the Section 8 Management Assessment Program (SEMAP); earned 120 points out of a possible 145 points (82.7%).
- Completed 99% of annual Housing Quality Standards (HQS) inspections within 12 months of their due date.
- Completed 95% of annual reexaminations prior to their anniversary date, earning maximum points under SEMAP for these indicators.
- Fully implemented direct deposit for all landlords, improving efficiencies and reducing administrative costs.
- Closed the waiting list to focus on improving customer service and allowing more time to complete annual reexaminations.
- Increased staffing for the Quality Control Unit.
- Completed 7,519 interim reexaminations.

FY 10-11 Major Goals:

- Earn the minimum points or higher for indicator 3, Determination of Adjusted Income on SEMAP by reducing error rate in calculations.
- Continue to maximize voucher and budget utilization.
- Complete 98% or higher of annual Housing Quality Standards inspections within 12 months of their due date.
- Complete 98% or higher of annual reexaminations prior to their anniversary date.
- Continue to improve and streamline customer service and communication through improved web features and portals specifically designed to facilitate access to information for owners and tenants.
- Complete the transfer of small cities' vouchers to the County Section 8 Program, thereby increasing the County voucher allocation and enabling the authority to assist more families.
- Expand operations to a full-service office in the Antelope Valley.

AN OVERVIEW FROM THE DIRECTOR: Maria Badrakhan

The Housing Management Division is one of two Divisions of the Housing Authority responsible for public and affordable housing located throughout Los Angeles County. This consists of 3,336 rental units located on 70 sites and funded by the federal Conventional Public Housing Program, the low-rent Bonded Housing Program, HUD-insured 221(d)(3) Multi-Family/Section 8 New Construction Program, and the California Rental Housing Construction Program (RHCP).



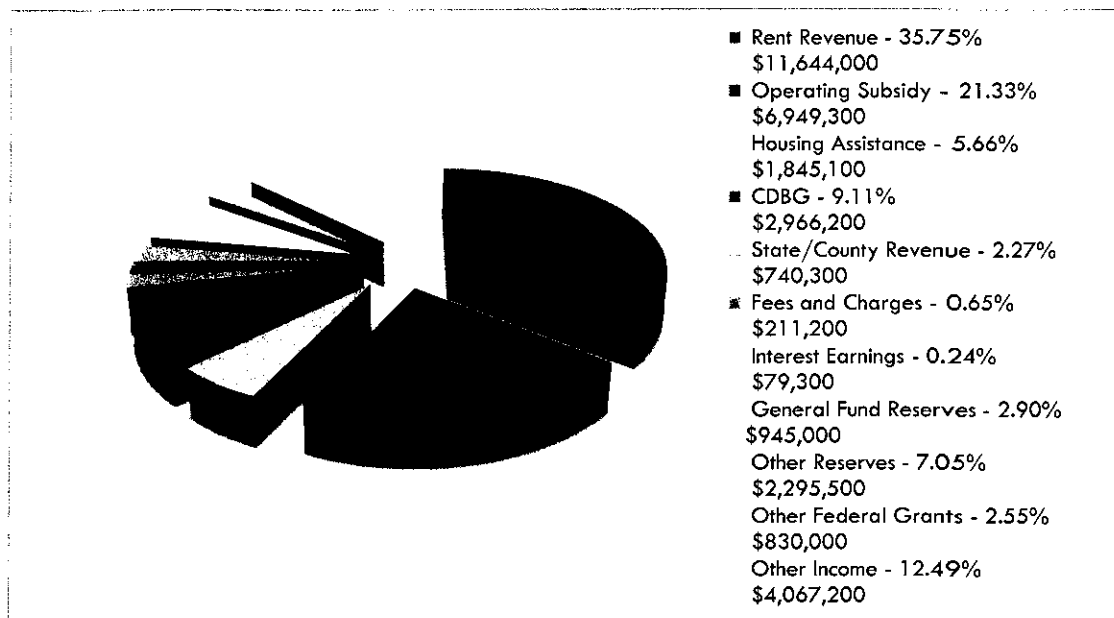
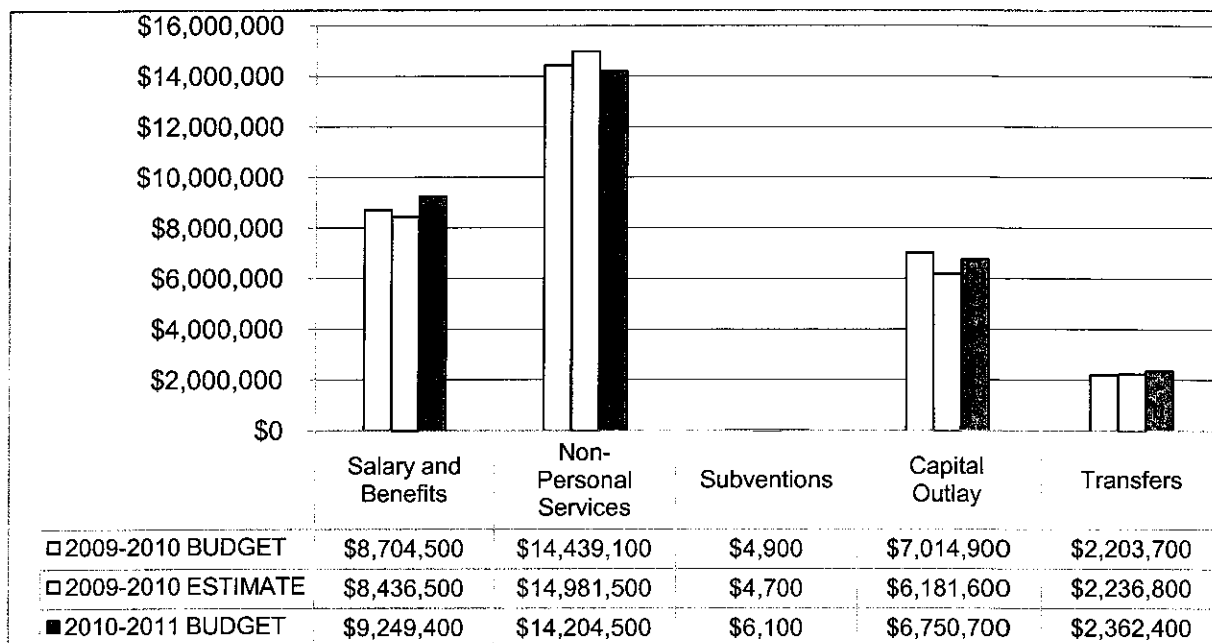
Program revenue is generated from rental receipts, HUD Operating Subsidy, and various grants to operate and maintain the units in a decent, safe, and sanitary condition. The 2010-2011 Fiscal Year marks the third year of conversion to asset management for the public housing program; the Division achieved full compliance with project-based budgeting and accounting requirements in Fiscal Year 2009-2010.

Our goal is to provide effective management, quality housing, and safe environments for low-income families. To achieve this goal, we partner with public and private agencies, and our resident councils. We also provide resident services, community policing, lease enforcement, property maintenance and modernization activities.

**Resident Services**

Through funding provided by federal grants, such as the capital fund, CDBG and ROSS grant programs, the Division continued to provide residents with educational, recreational and other opportunities to increase self-sufficiency.

We are extremely proud of our families who have continued their education, become employed, and improved their quality of life.

DIVISION BUDGET \$32,573,100**Sources of Funds****Uses of Funds**

TOTAL BUDGET	\$32,367,100	\$31,841,100	\$32,573,100
TOTAL EMPLOYEES	129.30	127.47	120.75
Number of Regular Employees	103.30	97.30	112.50
Number of Contract Employees	26.00	30.17	21.00

DIVISION OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

Mission: To effectively generate and utilize the resources of the Housing Authority to provide quality affordable housing and expand opportunities to improve the quality of life in housing developments through the involvement of employees, residents and community partners.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$32,367,100	\$31,841,100	\$32,573,100
<i>Number of Employees:</i>	129.30	127.47	133.50

FY 09-10 Major Accomplishments:

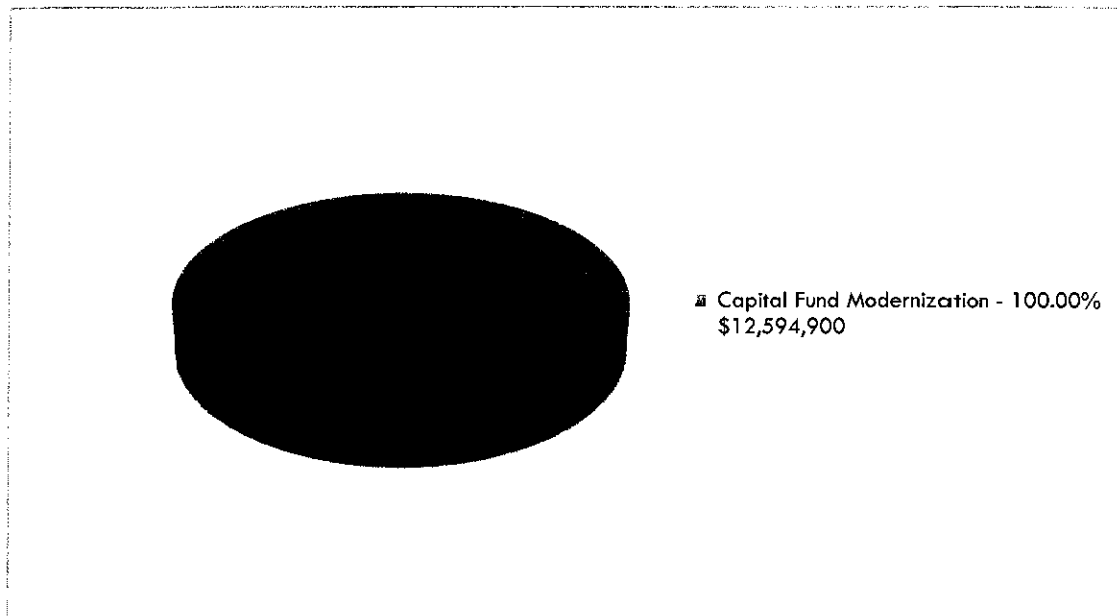
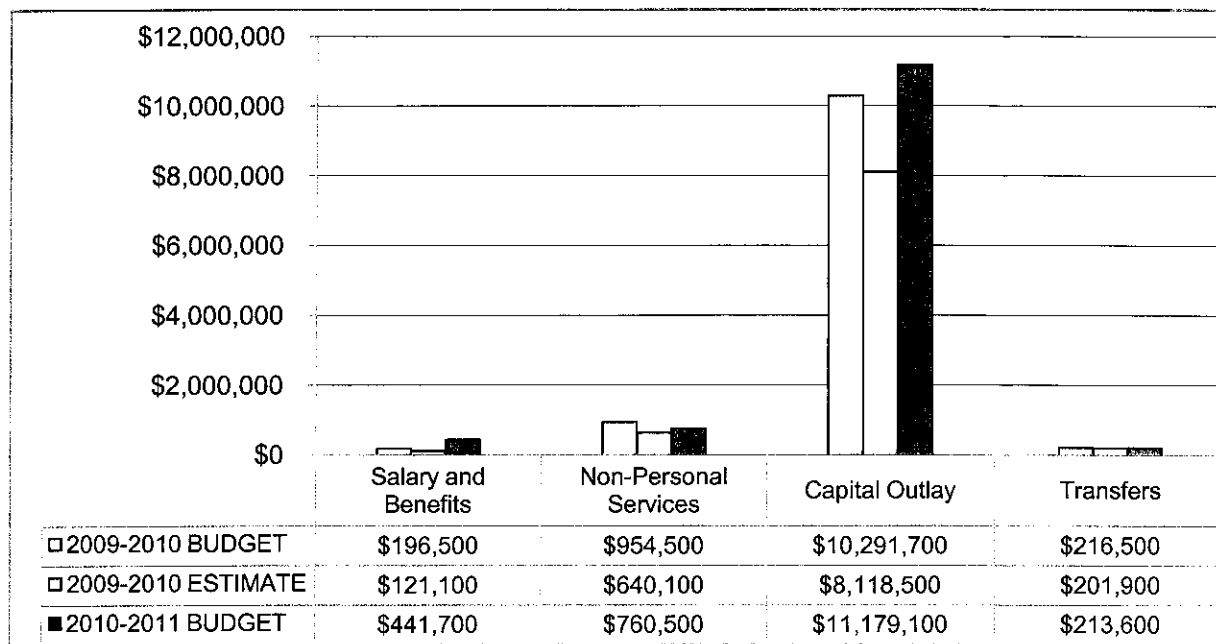
- Averaged an annual Occupancy rate of 97% per AMP.
- Collected 95% of Tenant Accounts Receivables.
- Abated 99% of emergency work order within 24 hours. Average response time for non-emergency work orders was 2 working days.
- Completed 100% of annual unit inspections for occupied units.
- Completed 100% of annual re-examinations for assisted families.
- Completed 1,936 interim re-examinations.
- Continued Crime and Safety Program activities throughout the County. Conducted CPTED reviews of CDC/HA-owned properties.
- Collected approximately \$34,800 in retroactive rent from July-December 2009.
- Received \$480,793 JJCPA grant.
- 200 residents participated in the Family Resource Centers, receiving parenting, family services, drug counseling, and case

FY 10-11 Major Goals:

- Average an annual occupancy rate of 97% per AMP.
- Achieve unit turnaround time of 20 days or less.
- Collect 98% of rent billed to tenants and limit delinquent tenant accounts to 2%.
- Abate 99% of emergency work orders within 24 hours and complete non-emergency work orders within 10 working days.
- Achieve an average score of 82 or higher on the annual physical inspection conducted by HUD-REAC.
- Complete 100% annual unit and building inspections.
- Complete 100% annual re-examinations of assisted families.
- Provide case management services to 150 residents at the Family Resource Centers.
- Provide education and recreation services to 675 public housing youth.
- Provide after school educational

management.

- Approximately 600 public housing youth participated in educational, recreational, and cultural programs provided by the Resident Services Program staff.
- Continue the JJCPA program at four housing sites.
- Fully implement the ROSS Elderly LIFE V Grant and provide supportive services to over 500 residents who are elderly and/or persons with disabilities.
- Continue teaching print and digital components of the Youth in Focus program which include photo/video journalism and storytelling.

CAPITAL FUND BUDGET \$12,594,900**Sources of Funds****Uses of Funds**

TOTAL BUDGET	\$11,659,200	\$9,081,600	\$12,594,900
TOTAL EMPLOYEES	1.70	1.20	4.10
Number of Regular Employees	1.70	1.20	3.50
Number of Contract Employees	0.00	0.00	0.60

CAPITAL FUND OVERVIEWS, ACCOMPLISHMENTS AND MAJOR GOALS

Mission: To implement and administer the Capital Fund Program for modernization of the public housing developments and to ensure that funds are obligated and expended in compliance with Federal Regulations.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$11,659,200	\$9,081,600	\$12,594,900
<i>Number of Employees:</i>	1.70	1.20	4.10

FY 09-10 Major Accomplishments:

- Updated and submitted the Annual Statement and 5-Year Action Plan to HUD for the 2009 Capital Fund Program (CFP) for LA County and for the City of Lomita HA.
- Met 100% of the deadlines for the obligation and expenditure of funds.
- Ensured timely submission of CFP Amendments to HUD for changes in the approved work items which involved a cumulative amount of more than 10% of the Annual Grant award.
- Completed 21 construction contracts at various housing sites.
- Closed out the 2005 Capital Fund Program Grant.
- Obligated 100% of the American Recovery and Reinvestment Act (ARRA) grant funds by awarding construction contracts by February 9, 2010 and completed 100% of the reporting requirements.

FY 10-11 Major Goals:

- Update and submit the Annual Statement and 5-Year Action Plan to HUD for the 2010 Capital Fund Program for LA County and the City of Lomita HA.
- Meet 100% of the deadlines for the obligation and expenditure of Capital Fund Grant funds. Ensure revisions to the deadlines are submitted timely to and approved by HUD.
- Ensure timely submission of CFP Amendments to HUD for the approved work items which will involve a cumulative amount of more than 10% of the Annual Grant award.
- Complete 28 construction contracts at various housing sites. Close out the 2006 and 2007 CFP grants for LA County and the 2007 and 2008 CFP grants for the City of Lomita HA.
- Expend 100% of the \$7.5 million awarded in ARRA grants fund and obligate and expend 100% of the \$5.9 million in competitive ARRA grant funds. Complete and submit 100% of the reporting requirements.

PROGRAM COMPLIANCE UNIT

Mission: Ensure compliance with federal regulations and program requirements to reduce the incidence of fraud and criminal activity among Housing Choice Voucher (Section 8) tenants and Public Housing residents.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
Total Budget:	\$1,168,000	\$973,200	\$2,037,100
Number of Employees:	9.63	7.74	14.20

FY 09-10 Major Accomplishments:

- Handled 728 Fraud Hotline Calls.
- Initiated and handled 1,004 investigations of alleged fraud.
- Issued 341 Field Terminations of Section 8 benefits to families found to be in violation of program regulations.
- Provided and assisted with 10 landlord training sessions with the Cities of Palmdale, Lancaster, Paramount, West Covina and Covina.
- Provided supplemental Section 8 investigative services to the Cities of Bellflower, Lancaster, Palmdale, and Paramount under memoranda of understandings.
- Continued to conducted CPTED reviews of CDC/HA-owned properties and rehab projects.
- Continued crime analysis and mapping program for CDC.
- Contracted with Los Angeles Sheriff's Department for COPLINK to identify criminal activity at Section 8 and Public Housing locations.

FY 10-11 Major Goals:

- Respond to Crime/Fraud Hot Line calls within 48 hours, and investigate as appropriate.
- Strengthen partnerships with the Los Angeles County Sheriff's Department and local law enforcement to reduce the incidence of criminal activity at Section 8 locations.
- Provide training to landlords and property managers on effective ways to screen tenants.
- Conduct compliance checks with participants whose conduct threatens the health, safety, or right to peaceful enjoyment of their premises.
- Provide fraud investigative services to local municipalities under memoranda of understandings.
- Assist in the implementation of the debt collection policy, and continue to identify potential cases of overpayment and fraud among Section 8 program participants and Public Housing residents.
- Manage CPTED Review process and conduct CPTED trainings, as needed.

- Continued Community Policing Program within Los Angeles County Sheriff's Department COPS Bureau and the Long Beach Police Department to continue crime reduction activities within public housing.
- Continued to pursue program compliance violations through civil litigation.
- Collected approximately \$65,000 in retroactive rent due to overpayment and fraud. Additionally, there were 26 active re-payment agreements representing an additional \$77,000 due to the HACoLA.
- Continue crime analysis and mapping program for CDC.
- Implement COPLINK & CBIS crime information exchange.
- Continue to operate countywide Community Policing Program to reduce crime at Public Housing sites.
- Pursue program compliance violations and collection of outstanding debts through civil litigation.

COOPERATIVE EXTENSION

Mission: Provide educational programs and activities in the areas of youth development, urban gardening, nutrition, and consumer science that enable youth and adults to make good decisions and lead better lives.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$430,000	\$430,000	\$430,000
<i>Number of Employees:</i>	0.00	0.00	0.00

FY 09-10 Major Accomplishments:

- Provided nutrition education/cooking demonstration and physical activity demonstrations at more than 500 sites around the county, at public housing sites, churches, libraries, schools, youth centers, and more. CDC/Housing authority sites served included Carmelitos, Maravilla, Foothill Villa, and Herbert Apartments.
- Provided gardening advice and workshops to low-income homeowners, community and school gardeners throughout Los Angeles County. CDC/Housing Authority sites served included Nueva Maravilla, Foothill Villa, and Herbert Apartments.
- Offered training on watershed management to residents, community agencies, and youth throughout Los Angeles County. CDC/Housing Authority Sites served included Maravilla.
- Offered 4-H Youth Development activities for youth ages 5-19 through 50 clubs around Los Angeles County, in after school programs and communities, plus through one-time special events and summer camp. CDC/Housing Authority sites served included Carmelitos and Maravilla. Training

FY 10-11 Major Goals:

- Provide educational programs focused on family-related concerns such as food and nutrition, family relationships, food safety, consumer issues, and money management.
- Through the Expanded Food and Nutrition Education Program (EFNEP), the Food Stamp Nutrition Education Program (FSNEP) and the Network for a Healthy California, teach homemakers with limited incomes how to improve family diets, make better use of available resources, improve their food preparation skills, and eat more fruits and vegetables.
- Offer nutrition, gardening and consumer science programs designed for and targeted specifically towards seniors living in public housing. Provide on-site workshops for seniors on healthy eating, recipe demonstrations, fitness, and food safety.
- Upon request, provide various training including community service,

provided for youth included goal setting, resume writing, and college access.

- Offered consultation upon request to the Growing Experience in Long Beach regarding nursery management, horticultural issues.
- Provided training and technical expertise for members of the landscape industry county-wide through our environmental horticulture program.
- Provided training and technical expertise on agriculture and natural resources issues county-wide through our Farm Advisor and Natural Resources programs.

goal setting, college access for teen residents and/or families at CDC sites, 4-H volunteers including education and technical assistance, and youth health and nutrition.

- Provide training, educational materials and technical assistance to family and senior housing residents who want to grow more of their own fruits and vegetables to augment their food budget.
- In conjunction with The Growing Experience, provide training and technical assistance as requested on various landscaping and horticulture projects at County public housing sites.

CONDO CONVERSIONS

Mission: Generate additional rental housing, transitional housing or homeless shelters in Los Angeles County using grants or loans of condominium conversion fees.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$0	\$267,700	\$187,500
<i>Number of Employees:</i>	0.00	0.00	0.00

FY 09-10 Major Accomplishments:

- Completed construction of 70 affordable multi-family housing units for the Casa Dominguez project; the units are fully occupied.
- Continued construction on the Coteau III project for 6 multi-family units for emancipated foster youth.

FY 10-11 Major Goals:

- Complete construction of the Coteau III multi-family project.

MARY B. HENRY COMMUNITY CLINIC

Mission: To improve access to health care, the CDC partners with the Wilmington Community Clinic to operate the Mary B. Henry Community Clinic in the South Los Angeles area. The Mary B. Henry Community Clinic provides primary care services to families including early diagnosis and treatment of chronic conditions including asthma, diabetes and heart disease; immunizations; women's services; and general medicine. The Center also provides breast examinations. The primary beneficiaries are the residents of the Housing Authority's designated South Scattered Sites area and the community-at-large.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
Total Budget:	\$90,000	\$57,500	\$95,100
Number of Employees:	0.00	0.00	0.00

FY 09-10 Major Accomplishments:

- Increased the number of visits at the Mary B. Henry Community Clinic by 10% in FY 09/10.
- Expansion of medical services was accomplished by adding a pediatrician 3 days a month and increasing a Family Practice Nurse Practitioner from one 4-hour session a week to two sessions.
- Approximately 700 individuals received information at community events on clinical services and disease prevention.

FY 10-11 Major Goals:

- To increase the number of patient visits to the Mary B. Henry Community Clinic.
- Expand the types of medical services offered at the clinic.
- Conduct outreach to improve public health education.

CITY OF INDUSTRY TAX INCREMENT

Mission: To implement an approved strategy for the allocation and distribution of the City of Industry funds for the development of housing for low-income individuals, households, and special needs populations.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
<i>Total Budget:</i>	\$17,538,600	\$20,137,000	\$15,605,600
<i>Number of Employees:</i>	6.29	6.21	6.21

FY 09-10 Major Accomplishments:

- Allocated Round 14 funds through the NOFA process; approximately \$16.6 million for 473 Affordable Development Project units and approximately \$4 million for 50 Special Needs Housing units.
- Started the process for 1 Special Needs projects involving 35 units.
- Began and/or continued construction on 10 Special Needs projects involving 153 units and \$7.1 million in Industry funds.
- Received Certificate of Occupancies for the completion of 2 Special Needs projects involving 33 units and \$1.5 million in Industry funds.
- Underwrote and executed loan agreements for 4 Affordable Housing projects for 101 units.
- Began and/or continued construction on 11 Affordable Development projects involving 413 units and \$5.3 million in Industry funds.
- Received Certificate of Occupancies for the completion of 6 Affordable Development projects involving 247 units and \$4.1 million in Industry funds.

FY 10-11 Major Goals:

- Allocate Round 15 funds through the NOFA process; approximately \$6 million for 150 Affordable Development Project units and approximately \$3 million for 20 Special Needs Housing units.
- Start the process for 2 Special Needs projects involving 50 units.
- Begin and/or continue construction on 1 Special Needs project involving 35 units and \$1.6 million in Industry funds.
- Receive Certificate of Occupancies for the completion of 10 Special Needs projects involving 153 units and \$3.4 million in Industry funds.
- Underwrite and continue 11 Affordable Development projects involving 540 units and \$16.7 million in Industry funds?
- Begin and/or continue construction on 7 Affordable Development projects involving 213 units and \$800 thousand in Industry funds.
- Receive Certificate of Occupancies for the completion of 6 Affordable Development projects involving 234 units and \$6.3 million in Industry funds.

OFFICE OF COMMUNITY AND EDUCATIONAL PARTNERSHIPS (OCEP)

Mission: To provide needs-based programs and services to the agency and the communities it serves. OCEP's goal is to build bridges and support productive partnerships between the CDC, educational institutions, community organizations and other agencies within its community.

	FY 09-10 Budget	FY 09-10 Estimate	FY 10-11 Budget
Total Budget:	\$1,965,000	\$1,252,300	\$0
Number of Employees:	12.83	11.03	0.00

FY 09-10 Major Accomplishments:**FY 10-11 Major Goals:**

- Placed 66 College/University student interns in resident programs throughout the public housing developments.
- Successfully completed the 3rd year of the AmeriCorp*VISTA project, expanding the capacity of resident services programs.
- Received a grant from the Department of Labor to focus on computer literacy and workforce development activities for Nueva Maravilla public housing residents.
- Designed, developed and produced the 2010 Youth in Focus Calendar.
- The ROSS - LIFE IV Grant was closed out. Through this grant, services were delivered to 583 residents.
- Implemented the ROSS Service Coordinator grant, which resulted in enhanced services for new residents as well as providing transportation assistance to over 300 families.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**APPROVE THE RECEIPT OF FAMILY SELF-SUFFICIENCY COORDINATOR GRANT
FUNDING FOR THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
(ALL DISTRICTS)**

SUBJECT

This letter recommends acceptance of \$204,000 in grant funding for the Family Self-Sufficiency (FSS) program, and incorporation of up to \$102,000 of these funds into the Housing Authority's approved Fiscal Year 2009-2010 budget.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director to accept \$204,000 in FSS Coordinator Grant funding from the U.S. Department of Housing and Urban Development (HUD), and to incorporate up to \$102,000 of these funds into the Housing Authority's approved Fiscal Year 2009-2010 budget.
2. Recommend that the Board of Commissioners find that the receipt and incorporation of funds is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.



PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to accept \$204,000 in FSS Coordinator Grant funding and to incorporate up to \$102,000 into the Housing Authority's approved Fiscal Year 2009-2010 budget to cover FSS Coordinator administrative costs in the FSS Program.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund.

The Housing Authority has been awarded \$204,000 in FSS federal grant funding from HUD to cover FSS Coordinator administrative costs incurred in the FSS Program operated by the Housing Authority. Up to \$102,000 will be incorporated into the Housing Authority's approved Fiscal Year 2009-2010 budget, and the remaining balance of \$102,000 will be requested through the Housing Authority's Fiscal Year 2010-2011 annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Family Self-Sufficiency (FSS) program is a HUD mandated program that requires public housing agencies (PHA) to develop strategies such as job training, homeownership programs, scholarships, tuition reimbursement, childcare and transportation, to help Section 8 Housing Choice Voucher families obtain employment that will lead to economic independence and self-sufficiency.

The FSS escrow is a unique feature of the program whereby an interest-bearing FSS escrow account is established by the PHA for each participating family. Upon becoming employed, FSS participants continue to pay rent in accordance with the Housing Authority's housing choice voucher procedures. An escrow deposit, based on increases in earned income of the family, is credited to this account using HUD funds during the term of the FSS contract. If the family successfully completes the program, the family can apply to graduate from the program and receive the accrued portion of their escrow account.

Periodically, HUD provides FSS administrative funds to assist PHAs in achieving FSS goals. For calendar year 2010, the Housing Authority has been awarded two FSS Coordinator Grants to help cover the costs of existing FSS Coordinator positions. The two grant awards total \$204,000: one grant in the amount of \$136,000 and the other grant in the amount of \$68,000. The Housing Authority currently employs two FSS coordinators to manage this program. Historically, when available, the positions have been funded with FSS Coordinator grant funding or with Section 8 Housing Choice Voucher administrative funding, both of which are received from HUD.

Honorable Housing Commissioners
April 28, 2010
Page 3

As of March 2010, 17 families have graduated from the Housing Authority's FSS program in the current Fiscal Year and the Housing Authority is currently providing FSS supportive services to 407 families.

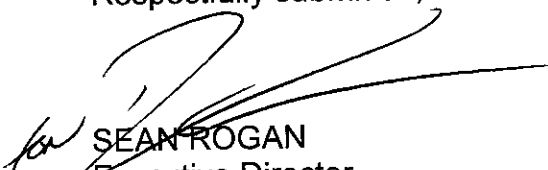
ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative and management activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT SERVICES AND PROJECTS

The acceptance and incorporation of funds will enable the Housing Authority to continue administering the FSS program and continue providing supportive services to the 407 low and moderate-income Section 8 Housing Choice Voucher families currently enrolled under the FSS program.

Respectfully submitted,



SEAN ROGAN
Executive Director



Sean Rogan
Executive Director

**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**ADOPT A RESOLUTION ACCEPTING THE VOLUNTARY TRANSFER OF HOUSING
CHOICE VOUCHERS FROM THE HOUSING AUTHORITY OF THE CITY OF
LAWDALE TO THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the voluntary transfer of Section 8 Housing Choice Vouchers from the Housing Authority of the City of Lawndale (Lawndale) to the Housing Authority of the County of Los Angeles (HACoLA).

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from Lawndale to HACoLA; and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD).
2. Recommend that the Board of Commissioners find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA) because the action is not defined as a project under CEQA.



PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to transfer Lawndale Section 8 Housing Choice Vouchers and Section 8 Annual Contributions Contract (ACC) budget authority to HACoLA. This will provide HACoLA with 212 additional Section 8 Housing Choice Vouchers, which can be used anywhere within HACoLA's jurisdiction, including the City of Lawndale.

FISCAL IMPACT/FINANCING

There is no fiscal impact on the County general fund. Upon approval of the voucher transfer, HACoLA will receive 212 additional vouchers, which will equate to approximately \$180,111 in administrative fees and \$1,597,245 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1986, your Board authorized the execution of an Administration Agreement between the HACoLA and Lawndale whereupon HACoLA has acted as an agent of Lawndale for the Section 8 Housing Choice Voucher Program, providing direct tenant services, including applicant selection, housing inspections, and tenant certifications. HACoLA is responsible for the issuance of housing assistance payment checks to landlords, program reporting, monitoring, and technical assistance. HACoLA also prepares annual Agency and Administrative Plans on behalf of Lawndale for submission to HUD.

The Administration Agreement provides HACoLA with full administrative and operating responsibilities, including the receipt and disbursement of all program funds due under the Lawndale ACC. A joint bank account has been established between Lawndale and HACoLA for the receipt and disbursement of all program funds, including the payment of any preliminary and administrative fees to the HACoLA that are due under the ACC.

In recent years, HACoLA has found that it is no longer able to administer the Housing Choice Voucher Program on behalf of Lawndale in exchange for Lawndale's Administrative Fee compensation under its ACC with HUD. Furthermore, the administrative burden caused by the administrative agreement has made the management and operation of both HACoLA's and Lawndale's Housing Choice Voucher programs a difficult challenge.

In an effort to improve on the structure of the Housing Choice Voucher program and to bring stability to a program that has been extremely difficult to manage due to the uncertainty of annual funding for housing assistance payments and administrative fees, and the city of Lawndale has agreed to voluntarily transfer Lawndale's program vouchers and corresponding budget authority to HACoLA. On April 5, 2010, Lawndale's governing body adopted a resolution agreeing to the proposed voluntary transfer of the Program vouchers and corresponding budget authority to HACoLA.

Honorable Housing Commissioners

April 28, 2010

Page 3

Upon adoption of the attached resolution, HACoLA will request that HUD consider the transfer of budget authority and corresponding vouchers for the Section 8 Housing Choice Voucher program from the Lawndale ACC to the HACoLA Consolidated ACC. As part of the application process, HUD requires the approved resolution and at least 90 days notice before the requested effective date of the transfer.

ENVIRONMENTAL DOCUMENTATION

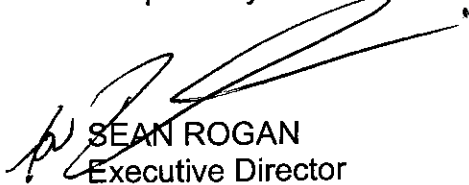
This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative action that will not have a physical impact on or result in any physical changes to the environment. The action is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM

Approval of this action will allow HACoLA to receive 212 additional vouchers, which will equate to approximately \$180,111 in administrative fees and \$1,597,245 in Housing Assistance Payments (HAP) annually for the Section 8 Tenant-Based Program. After the transfer is complete, the Lawndale waiting list will be merged with the HACoLA waiting list using the applicant's original registration date. Additionally, HACoLA staff will no longer have to prepare separate Agency and Administrative Plans for Lawndale, reducing the total workload associated with administering these vouchers.

HUD will complete the transfer of all Family Reports (form HUD-50058) so that all affected families will be recorded under HACoLA.

Respectfully submitted,



SEAN ROGAN
Executive Director

Attachments (2)

Attachment A

RESOLUTION AGREEING TO THE VOLUNTARY TRANSFER OF HOUSING CHOICE
VOUCHERS FROM THE CITY OF LAWNDALÉ HOUSING AUTHORITY TO THE
HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, as a Public Housing Agency, the City of Lawndale Housing Authority (Lawndale) receives an allocation of Housing Choice Vouchers issued by the United States Department of Housing and Urban Development (HUD);

WHEREAS, since 1986, the Housing Authority of the County of Los Angeles (HACoLA) has been operating the Section 8 Housing Choice Voucher program (the "Program") on behalf of Lawndale;

WHEREAS, Lawndale and HACoLA opened a joint depository account for the receipt and disbursement of all Program funds and for the payment of preliminary and administrative fees to HACoLA which are allocated to Lawndale under its Annual Contributions Contract (ACC) with HUD;

WHEREAS, HACoLA is no longer able to administer the Program on behalf of Lawndale in exchange for Lawndale's Administrative Fee compensation under its ACC with HUD;

WHEREAS, HUD has issued policies (Notice PIH 2007-6 and PIH 2008-19), which outline the process by which a Public Housing Agency may voluntarily transfer its Housing Choice vouchers and corresponding budget authority to another Public Housing Agency; and

WHEREAS, on April 5, 2010, Lawndale's governing body has adopted a Resolution agreeing to the proposed voluntary transfer of the Program vouchers and corresponding budget authority to HACoLA.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. HACoLA hereby agrees to the proposed voluntary transfer of Housing Choice vouchers and corresponding budget authority from Lawndale, contingent upon approval of the transfer from the HUD.
2. The Executive Director of HACoLA shall submit a letter to HUD, as required per Notice PIH 2007-6 and PIH 2008-19, requesting that the transfer be approved by HUD.
3. As per Notice PIH 2007-6 and PIH 2008-19, the effective date of the transfer will be a minimum of 90 days after the submittal of the letter and the approved resolution to HUD.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing
Authority of the County of Los Angeles on this ____ day of _____, 2010.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of the
Board of Commissioners

By: _____
Deputy

APPROVED AS TO FORM:
ANDREA SHERIDAN ORDIN
County Counsel

By: _____
Chair, Board of Commissioners

By: _____
Deputy

RESOLUTION NO. LHA-1004-02

**A RESOLUTION OF THE LAWDALE HOUSING AUTHORITY
APPROVING THE VOLUNTARY TRANSFER OF
ITS HOUSING CHOICE VOUCHER PROGRAM TO
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES**

WHEREAS, in May of 1975 the County of Los Angeles ("County") and the City of Lawndale ("City") entered into an Agreement whereby the County was granted permission to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing, within the City; and

WHEREAS, in January of 1986 the City applied to the Department of Housing and Urban Development for separate Public Housing Authority status and submitted an application for its own Section 8 Existing Annual Contributions Contract (CA-16E-138-001) to fund the City's own Section 8 Housing Choice Voucher Program, which application was granted and the Lawndale Housing Authority was created; and

WHEREAS, as a Public Housing Authority, the Lawndale Housing Authority receives an allocation of Housing Choice Vouchers issued by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, although the Housing Authority of the County of Los Angeles has been administering the Lawndale Housing Authority's Housing Choice Voucher Program, earlier this year, the Housing Authority of the County of Los Angeles notified the Lawndale Housing Authority that the Housing Authority of the County of Los Angeles could no longer administer the Program in accordance with the contractual rate of Administrative Fee compensation, which is an amount compensated through a formula devised by HUD; and

WHEREAS, HUD has issued policies (Notice PIH 2007-6 and PIH 2008-19), which outline the process by which a Public Housing Authority may voluntarily transfer its Housing Choice Voucher Program and corresponding budget authority to another Public Housing Agency; and

WHEREAS, the City Council has discussed transferring and merging the Lawndale Housing Authority's Housing Choice Voucher Program with the Program administered by the Housing Authority of the County of Los Angeles; and

WHEREAS, the Lawndale Housing Authority currently has a Tenant Commissioner representing the Tenants of the Lawndale Housing Authority; and

WHEREAS, with the transfer of the Housing Choice Voucher Program from the Lawndale Housing Authority to the Housing Authority of the County of Los Angeles, the Tenant Commissioner position is no longer needed; and

WHEREAS, the Lawndale Housing Authority considered this matter at its meeting on April 5, 2010.

NOW, THEREFORE, THE COMMISSIONERS OF THE LAWNDALE HOUSING AUTHORITY DO HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The voluntary transfer of the Lawndale Housing Authority's Housing Choice Voucher Program and corresponding budget authority from the Lawndale Housing Authority to the Housing Authority of the County of Los Angeles is hereby approved, contingent upon approval of the transfer from HUD.

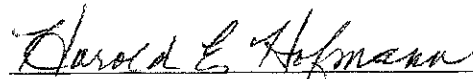
SECTION 2. The Executive Director or his designee is directed to submit a letter and a certified copy of this Resolution to HUD in compliance with Notice PIH 2007-6 and PIH 2008-19, which notices outline HUD's procedures for requesting HUD's approval of the voluntary transfer of budget authority and corresponding vouchers from one Housing Authority to another. Per Notice PIH 2007-6 and PIH 2008-19, the effective date of the transfer will be a minimum of 90 days after the submittal of such letter and the approved Resolution to HUD.

SECTION 3. The Executive Director or his designee is directed to transmit a certified copy of this Resolution to the Housing Authority of the County of Los Angeles.

SECTION 4. That the position of Tenant Commissioner which would otherwise expire January 20, 2011 as dictated in Resolution No. CC-0901-007 will now expire September 20, 2010.

PASSED, APPROVED AND ADOPTED this 5th day of April, 2010.

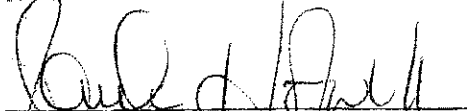
ATTEST:


Harold E. Hofmann, Chairperson


State of California)
County of Los Angeles) SS
City of Lawndale)

I, Paula Hartwill, Secretary of the Lawndale Housing Authority, do hereby certify that the Commissioners of the Lawndale Housing Authority duly approved and adopted the foregoing Resolution No. LHA-1004-03 at the annual meeting of said Authority held on the 5th day of April, 2010, by the following voice vote:

AYES: Hofmann, Rudolph, Ramsey, Pullen-Miles, Osborne
NOES: None
ABSENT: None
ABSTAIN: None


Paula Hartwill, Secretary

APPROVED AS TO FORM:


Tiffany J. Israel, General Counsel

I, Maria R. Gueria Deputy
the City of Lawndale, California, do hereby certify that the
attached is a full, true and correct copy of the original document
currently on file in my office.

Dated this 20th day of April, 2010

By Maria R. Gueria
Deputy City Clerk of the City of Lawndale, California



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**APPROVE TRASH REMOVAL CONTRACT FOR THE MARY B. HENRY COMMUNITY
CLINIC AND 47 HOUSING AUTHORITY HOUSING DEVELOPMENTS IN
UNINCORPORATED LOS ANGELES COUNTY
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of a contract with Apex Waste Systems, Inc. to provide trash removal services to 47 housing developments throughout the County, as well as the Mary B. Henry Community Clinic in unincorporated South Los Angeles.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners award and authorize the Executive Director to execute and if necessary terminate a one-year contract in the amount of \$318,600 to Apex Waste Systems, Inc. to provide trash removal services at 47 housing developments and the Mary B. Henry Community Clinic, using funds to be requested through the Housing Authority's Fiscal Year 2010–2011 annual budget approval process.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute contract amendments to add or delete sites, modify the scope of work, and increase the compensation by up to \$31,860 for unforeseen needed trash removal services and/or any increases in the Sanitation District's Dumping Fees, using the same source of funds, following approval as to form by County Counsel.

3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, at the same annual amount of \$318,600, using funds to be requested through the Housing Authority's annual budget approval process.
4. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the contract to increase the compensation amount upon each annual renewal with an escalation percentage cap equal to the Consumer Price Index (CPI) for the County of Los Angeles determined by the U.S. Bureau of Labor Statistics, following approval as to form by County Counsel.
5. Recommend that the Board of Commissioners find that the approval of the contract is exempt from the California Environmental Quality Act (CEQA) because the services will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to provide for necessary trash removal services for forty-seven Housing Authority housing developments and the Mary B. Henry Community Clinic.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The maximum amount for all five years of the contract, if fully extended, will be \$1,593,000, excluding CPI increases and contingency monies.

The annual cost of the contract is \$318,600, which will be requested through the Housing Authority's Fiscal Year 2010-2011 annual budget approval process. The \$318,600 is comprised of \$312,840 in Conventional Public Housing Program funds allocated by the U.S. Department of Housing and Urban Development (HUD), \$3,240 in Rental Housing Construction Program (RHCP) revenue allocated by the State of California, \$1,620 in General Fund Bond Fees and \$900 in Commission General Funds.

If extended, the cost of the second through fifth years of the contract will remain at the same annual amount of \$318,600, excluding CPI increases and contingency monies, using funds to be requested through the Housing Authority's annual budget approval process. A 10% contingency in the amount of \$31,860 is also being set aside for any unforeseen project costs, using the same source of funds described above.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed contract with Apex Waste Systems, Inc. provides for regular trash removal services at 47 housing developments and the Mary B. Henry Community Clinic. Pick-up days per week range from one day per week to three days per week depending on the location.

The contract is being federally funded, and is not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Apex Waste Systems will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 16, 2010, an Invitation for Bids (IFB) process was initiated to identify contractors to provide trash removal services for the Housing Authority. Notices were mailed to 49 firms identified from the Housing Authority's vendor list. Advertisements also appeared on the County's WebVen and Housing Authority websites. Six bid packages were requested and distributed.

On March 3, 2010, four bids were received and formally opened. The lowest bidder, Apex Waste Systems, Inc., was determined to be responsive and responsible and is being recommended for the contract award.

The Summary of Outreach Activities is provided as Attachment A.

Honorable Housing Commissioners
April 28, 2010
Page 4

IMPACT ON CURRENT PROGRAMS

The proposed contract will provide necessary trash removal services for 47 of the Housing Authority's housing developments and the Mary B. Henry Community Clinic.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the printed name and title. The signature is fluid and stylized, with a long horizontal stroke extending to the right.

SEAN ROGAN
Executive Director

Attachments (2)

ATTACHMENT A

Summary of Outreach Activities

Trash Removal Services

On February 16, 2010, the following outreach was initiated to identify Trash Removal Service contractors for the Housing Authority.

A. Announcement

An announcement was posted on the County's WebVen and on the Housing Authority websites.

B. Distribution of Notices

The Housing Authority's vendor list was used to mail out the Invitation for Bids (IFB) notices to 49 trash removal service contractors, of which 18 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, four bids were received.

As a result of the outreach 33 solicitation packages were downloaded.

C. Bids Results

On March 3, 2010, four bids were received. The bid results are as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
• Apex Waste Systems	\$327,420.00
• Universal Waste Systems	\$327,856.08
• Athens Services	\$344,700.00
• Consolidated Disposal Services	\$382,524.00

The lowest bidder, Apex Waste Systems, Inc., was determined to be the most responsive and responsible and is being recommended for the Contract award.

The \$327,420.00 amount for Apex includes \$8,820 for a Community Development Commission Contract. The Housing Authority Contract would therefore be \$318,600.00.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Apex Waste Systems, Inc.	Minority	Total 15 15 Minorities 1 Woman 100% Minority 6% Women

E. Minority/Women Participation – Firms Not Selected

Universal Waste Systems	Non-Minority	Total: 104 87 Minorities 9 Women 84% Minorities 8% Women
Athens Services	Non-Minority	Total: 911 849 Minorities 82 Women 93% Minorities 9% Women
Consolidated Disposal Waste Service, LLC.	Minority	Total: 1025 935 Minorities 145 Women 92% Minorities 15% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: TRASH REMOVAL SERVICES
Location: 47 Housing Developments and the Mary B. Henry Community Clinic
Number: CDC10-016
Contract Start Date: July 1, 2010
Contractor: Apex Waste Systems, Inc.
Purpose: The purpose of this contract is to provide regular trash removal services to 47 of the Housing Authority's housing developments and the Mary B. Henry Community Clinic.

Scope of Work: See the Attached Contract for the Scope of Work

Term: Upon execution, the Contract shall remain in full force until June 30, 2011 unless sooner terminated or extended in writing.

Option to Renew: The Housing Authority has the option to renew the Contract for four (4) additional one year terms, unless sooner terminated or extended in writing.

Performance Review: A performance review shall be conducted no later than 90 days prior to the end each Contract year. Based on the assessment of the performance review, written notification will be given to the Contractor whether the agreement will be terminated at the end of the current year or will be continued into the next contract year.

Compensation: The Contractor shall be paid full compensation for the work required, performed, and accepted, an annual amount of \$318,600. There is also a 10% contingency in the amount of \$31,860.

After the first year, the Housing Authority may extend the Contract for an additional four years, in one-year increments, contingent upon availability of funds. The Housing Authority will use funds to be approved through the annual budget process.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**APPROVE THE PURCHASE OF SIX VEHICLES FOR SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM UTILIZING AN ESTABLISHED COUNTY PURCHASE
AGREEMENT (ALL DISTRICTS)**

SUBJECT

This letter recommends approval for the purchase of six vehicles from D. Longo Inc. utilizing an established County purchase agreement. The vehicles will be used to support the Section 8 Housing Choice Voucher Program.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director to execute a purchase order and all other necessary documents with D. Longo Inc., a vendor qualified by the County's Purchasing Agent, for the purchase of six vehicles to support the Section 8 Housing Choice Voucher Program, using \$154,906 in Fleet Services Revenue which will be charged to the Section 8 Program.
2. Recommend that the Board of Commissioners find that the purchase of vehicles is not subject to the provisions of the California Environment Quality Act (CEQA) because the activity is not defined as a project under CEQA.



PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase six Toyota Prius vehicles that will be used to conduct inspections and reviews for the Housing Authority's Section 8 Housing Choice Voucher Program.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The purchase will be funded with up to \$154,906 in Fleet Services Revenues. The acquisition and maintenance costs for these vehicles will be paid using Section 8 Administrative funds for the life of the vehicles.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Housing Authority staff conducts inspections of Section 8 residential units throughout the County. Five of the Housing Authority's fleet vehicles that are used for this purpose are 1999 and 2000 model year Chevy Cavaliers with an average number of miles exceeding 108,000. These old vehicles will be replaced with more energy efficient hybrid vehicles that will decrease fuel and maintenance costs as well as emissions. The sixth car is to be used by the management services department for quality control inspections and reviews of the contract-based organizations that utilize set-aside vouchers and require compliance monitoring.

ENVIRONMENTAL DOCUMENTATION

This activity is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because it involves equipment purchase that will not have a physical impact on or result in any physical changes to the environment. The activity is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

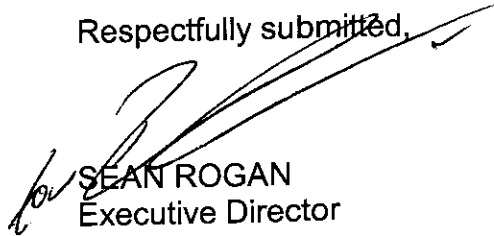
In lieu of conducting a separate competitive solicitation process, the Housing Authority will issue a purchase order, containing substantially similar terms and conditions as those in County Agreement No. MA-IS-42911-7 with D. Longo Inc.

Honorable Housing Commissioners
April 28, 2010
Page 3

IMPACT ON CURRENT SERVICES

The purchase is necessary to provide safe and efficient cars for the Section 8 Housing Choice Voucher Program.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SEAN ROGAN', is written over the printed name and title. The signature is stylized with a large, sweeping 'S' and 'R'.

SEAN ROGAN
Executive Director



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

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Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

April 28, 2010

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, CA 91755

Dear Commissioners:

**ACCEPTANCE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR
PROJECTS IDENTIFIED IN THE 2010-2011 ACTION PLAN FOR THE ALLOCATION
OF FEDERAL FUNDS (ALL DISTRICTS)**

SUBJECT

This letter recommends acceptance of an estimated \$1,411,000 in Fiscal Year 2010-2011 Community Development Block Grant (CDBG) funds from the Community Development Commission. These funds are used for various CDBG-eligible programs administered by the Housing Authority and included in the County of Los Angeles Fiscal Year 2010-2011 Action Plan, which will be presented to the Board of Supervisors on May 25, 2010. This letter also recommends approval for the Housing Authority to continue administration of \$1,645,089 in prior year CDBG funds.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the acceptance of Fiscal Year 2010-2011 Community Development Block Grant (CDBG) funds from the Community Development Commission (Commission) is not subject to the provisions of the California Environmental Quality Act (CEQA), because it is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Housing Authority to accept from the Commission an estimated \$1,411,000 in Fiscal Year 2010-2011 CDBG funds, and to continue administration of \$1,645,089 in prior year CDBG funds, which will be requested for incorporation into the Housing Authority's Fiscal Year 2010-2011 budget through the Housing Authority's annual budget approval



process subject to final notification of approval by the U.S. Department of Housing and Urban Development (HUD).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The National Affordable Housing Act (NAHA) of 1990 (Cranston/Gonzalez Housing Act), as amended in 1992, requires that the County of Los Angeles (County) provide a single, consolidated submission of the proposed expenditure of funds to be eligible for HUD formula grant funding, including CDBG, HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG). The Action Plan for Fiscal Year 2010-2011 (Action Plan) satisfies these federal requirements to provide for the release of funds.

The Action Plan identifies a total of \$1,411,000 in Fiscal Year 2010-2011 CDBG funds for projects that will be administered by the Housing Authority. The purpose of this letter is to accept these funds into the Housing Authority's budget, and to continue administration of \$1,645,089 in prior year CDBG funds. Attachment A provides a breakdown of the funds allocated to the Housing Authority by project, as well as a description of each project to be funded.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Action Plan allocates an estimated \$1,411,000 in new Thirty-sixth Program Year (July 1, 2010 to June 30, 2011) CDBG funds that will be incorporated through the Fiscal Year 2010-2011 Housing Authority budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 27, 2008, the Board of Supervisors approved the Five-Year Consolidated Plan for 2008-2013 and the Fiscal Year 2008-2009 Action Plan. These documents have been updated as required by HUD. The current Fiscal Year 2009-2010 Action Plan ends on June 30, 2010, and a new plan must be adopted by the Board of Supervisors in order to receive continued funding from HUD. The Action Plan includes a description of the activities to be undertaken during Fiscal Year 2010-2011 to address the objectives of the Consolidated Plan's five-year strategy. A list of the Housing Authority projects included in the Action Plan is provided in Attachment A.

All of the projects proposed in the Action Plan are being federally-funded. As applicable, the administering agencies will be subject to the prevailing wage requirements of the Davis-Bacon Act and related Acts and Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. However, where Section 3 is not applicable, the agencies will be subject to the County's Greater Avenues for Independence (GAIN) Program and General Relief

Opportunity for Work (GROW) Program, which furthers the same or similar goals.

ENVIRONMENTAL DOCUMENTATION

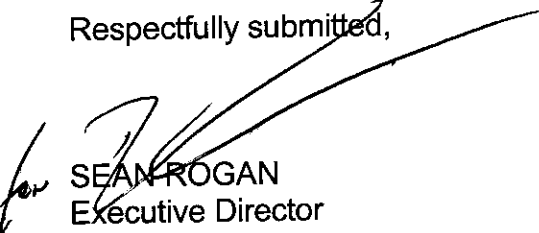
The acceptance of Fiscal Year 2010-2011 CDBG funds from the Commission is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1), because it is an administrative action and does not involve activities that will alter existing environmental conditions. The action is not subject to the provisions of the CEQA, pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Each program within the Action Plan will be reviewed for environmental impact on a project-by-project basis before funding is released.

IMPACT ON CURRENT PROJECTS

The projects contained in the Action Plan will benefit low- and moderate-income residents of the unincorporated County and participating cities.

Respectfully submitted,


for SEAN ROGAN
Executive Director

Attachment

ATTACHMENT A
HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2010-2011

	PROJECTS (New Funding)	
Project Title (District)	Project Description	Funding
Nueva Maravilla Electrical (First)	Provides for the final phase of the completely new state of the art underground electrical distribution system at the Nueva Maravilla Housing Development. This project includes the placement of main lines, distribution lines, conduit, trenching, repair of landscaping, new meters, new transformers, new required connections, testing and corrections, and all related and incidental work.	\$350,000
Sheriff's Youth Intervention Program Nueva Maravilla (First)	Provides recreational and physical activities to public housing youth at the Nueva Maravilla housing development. A sheriff will provide these services to approximately 75 youths, who range in age from 9-18. Additionally, the sheriff will also provide crime prevention activities.	\$80,000
Youth in Focus-Nueva Maravilla & Sundance Vista (First)	Provides for instruction on the technical aspects of photography while encouraging the medium as a means of artistic expression and as a viable career. The services target low- and moderate-income youth residing at the Nueva Maravilla Housing Development, its surrounding community, and the Sundance Vista Housing Development.	\$43,000
105th and 106th Interior Unit Flooring Replacement (Second)	Provides for the replacement of aged and deteriorated flooring with new flooring (VCT tile) in all units at 1336-40 W. 105th Street and 1057 W. 106th Street.	\$40,000
El Segundo Stair Replacement (Second)	Project provides for the replacement of the exterior stairways at the 1937 E. El Segundo Boulevard housing development. The existing stairways are deteriorating and need to be rehabilitated. The current condition of the stairways poses a safety hazard to residents.	\$80,000
Mary B. Henry Community Clinic (Second)	Provides clinical services to South Scattered Sites public housing residents and to low- and moderate-income families residing in the community. Services include pediatrics, child health and immunization, and breast examination services.	\$90,000

ATTACHMENT A
HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2010-2011

	PROJECTS (New Funding Continued)	
Project Title (District)	Project Description	Funding
Southbay Gardens Generator Replacement (Second)	Provides for the replacement of the Southbay Gardens housing development generator. The generator is deteriorating and is unreliable. The generator provides emergency power to the elevators, hallway, and lighting to the stairwells.	\$50,000
South Scattered Sites Family Resource Center (Second)	The project provides supportive and clinical services to South Los Angeles public housing residents including: family and individual counseling, academic and career counseling, classes or programs on parenting skills, grief counseling, youth leadership, conflict resolution, drug awareness, and truancy prevention.	\$20,000
South Scattered Sites Unit Replacement (Second)	Rehabilitation of four (4) South Scattered Sites units at the following addresses: 1057 W. 106th Street, #4, Los Angeles CA 90044; 2145 E. El Segundo Boulevard, #A, Los Angeles CA 90222; 1029 W. 90th St., #B, Los Angeles CA 90044; and 1309 Imperial Hwy., #2, Los Angeles CA 90044.	\$78,000
Youth in Focus-South Scattered Sites (Second)	Provides for instruction on the technical aspects of photography while encouraging the medium as a means of artistic expression and as a viable career. This photography program serves predominantly low- and moderate-income youths residing within the South Scattered Sites Public Housing Developments.	\$22,000
Youth in Focus- Carmelitos and Harbor Hills (Fourth)	Provides for instruction on the technical aspects of photography while encouraging the medium as a means of artistic expression and as a viable career. This photography program serves predominantly low- and moderate-income youths residing within the Harbor Hills and Carmelitos Public Housing Developments.	\$52,000
Resident Services Programs (Countywide)	Provides Resident Services Programs to families, seniors, and residents with disabilities. Programs include adult literacy, recreation, after-school programs, workforce development, and supportive services.	\$506,000
	TOTAL:	\$1,411,000

ATTACHMENT A
HOUSING AUTHORITY PROJECTS FOR FISCAL YEAR 2010-2011

	CONTINUING PROJECTS (Prior Year Funding)	
Project Title (District)	Project Description	Funding
Ujima Village Relocation (Second)	Provides CDBG funds to the Housing Authority of the County of Los Angeles (HACoLA) to pay tenant relocation expenses for residents of the Ujima Village Public Housing Development in the Second Supervisorial District.	\$1,196, 164
Bright Futures Childcare Rehabilitation (Second)	Supplement project costs for the Development of the Bright Futures Child Care Center which includes rebuilding modular units that serve as a child care center, operated by the L.A. Child Development Consortium. Upon completion, the facility will serve 92 children.	\$168,925
Bright Futures Childcare Rehabilitation (Countywide)	Supplement project costs for the Development of the Bright Futures Child Care Center which includes rebuilding modular units that serve as a child care center, operated by the L.A. Child Development Consortium. Upon completion, the facility will serve 92 children.	\$280,000
	TOTAL:	\$1,645,089

Housing Authority - County of Los Angeles

April 28, 2010

TO: Housing Commissioners

FROM: *Bobbette A. Glover*
Bobbette Glover, Assistant Executive Director

SUBJECT: REVISED HOUSING COMMISSION BYLAWS

The Housing Commission Bylaws were first adopted on June 20, 2003. The attached updates this document and is being recommended for adoption and implementation.

The most significant change reflected in the attached is the language expanding the Housing Commission by adding two Section 8 Program participants and one homeless or formerly homeless representative, based on amendment of the County Code in 2009.

In addition, four previously adopted policies are now included as attachments to the Housing Commission Bylaws. These are the Tenant Commissioner Selection Procedures, Travel Policy, Meeting Conduct Policy and Conflict of Interest Policy.

Finally, revisions have been made based on the new Plain Language writing standard.

Attachment: 1

**BYLAWS OF THE LOS ANGELES COUNTY
HOUSING COMMISSION**

Revised April 28, 2010

BYLAWS OF THE LOS ANGELES COUNTY HOUSING COMMISSION

The Los Angeles County Housing Commission (Housing Commission) is the review and advisory body to the Board of Commissioners of the Housing Authority of the County of Los Angeles (Housing Authority). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the Housing Authority. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Commission is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Commission agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Commission and include by reference all policies and procedures that are exhibits to this document.

INTRODUCTION 1.0

Section 1.1 Name of Commission: The Housing Commission is named pursuant to Section 34291 of the Health and Safety Code and Los Angeles County Ordinance No. 82-0004.

Section 1.2 Seal of Authority: The seal of the Housing Authority is in the form of the County of Los Angeles' seal with an outside ring stating "Housing Authority".

Section 1.3 Office of Commission: The main office of the Housing Authority is at 2 Coral Circle, Monterey Park, California 91755.

DUTIES AND POWERS 2.0

Section 2.1 Responsibilities: Housing Commissioners review and provide recommendations on agenda items *before* a vote of the Housing Authority Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or Housing Authority Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.

The Housing Commission may also concur with agenda items *after* a vote by the Housing Authority Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Commission include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

Section 2.2 Tenant Disputes: The Housing Commission has the authority to hear and resolve tenant complaints and its decisions are final.

Section 2.3 Operating Procedures: The Housing Commission may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

COMMISSIONERS 3.0

Section 3.1 Number of Commissioners: The Housing Commission consists of 12 members appointed by the Board of Supervisors, per County Ordinance No. 2009-0005, adopted on February 17, 2009.

Section 3.2 Non-Tenant Commissioners (5): The five members of the Board of Supervisors each select a representative to serve on the Housing Commission. Non-Tenant Commissioners have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

Section 3.3 Tenant Commissioners (6): Six Tenant Commissioners live in residential properties owned or managed by the Housing Authority, or are participants in the Section 8 Program of the Housing Authority. At least two Tenant Commissioners live in Housing Authority-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

Section 3.4 Homeless or Formerly Homeless Commissioner (1): One member will be homeless or formerly homeless. There is no requirement that this individual live in Housing Authority-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

Section 3.5 Selection and Appointment: Housing Authority staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures*.

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

Section 3.6 Terms: Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

Section 3.7 Automatic Terminations: Section 5.12.050 of the Los Angeles County Code provides for the automatic termination of Housing Commission membership, other than ex officio (non-voting) members, when five excused or unexcused absences occur during one calendar year. The Secretary-Treasurer will remind members of this provision after a fourth absence in a calendar year, and advise the Board of Supervisors. See Section 6.11, Meeting Conduct, for more information on terminations.

Tenant Commissioners who cease to reside in Housing Authority-owned or managed properties or who no longer participate in the Section 8 Program of the Housing Authority, are automatically disqualified from serving on the Housing Commission.

Section 3.8 Vacancies: When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The Housing Authority may conduct a selection process to identify a successor, according to Section 3.5, Selection and Appointment. The Executive Director may waive conducting a new recruitment, if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

OFFICERS 4.0

Section 4.1 Officers: Officers of the Housing Commission include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the

members. The Executive Director of the Housing Authority serves as Secretary-Treasurer and is an ex-officio (non-voting) member of the Housing Commission.

Section 4.2 Chair: The Chair presides at all meetings and executes documents for the Housing Commission.

Section 4.3 Vice Chair: In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

Section 4.4 Secretary-Treasurer: The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Commission.

Section 4.5 Election of Chair and Vice Chair: The Housing Commission at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. Voting may also be by secret paper ballot, if requested by one of the members. Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

Section 4.6 Term of Chair and Vice Chair: The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.

If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

COMPENSATION 5.0

Section 5.1 Meeting Attendance: Housing Commissioners receive stipends for meetings attended, not exceeding 52 meetings in one calendar year. Mileage reimbursements are also provided for transportation related to Housing Commission duties. Reimbursement rates are set by the Board of Supervisors.

Section 5.2 Travel and Other Reimbursements: Traveling on Housing Commission business must comply with requirements of the Board of Supervisors and Housing Authority policies. Travel must be approved in advance by the Executive Director.

Housing Commissioners are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses. See *Exhibit B, Travel Policy*.

MEETINGS 6.0

Section 6.1 Regular Meetings: Regular meetings of the Housing Commission are held the fourth Wednesday of each month at noon. Meetings are open to the public, except closed sessions (defined below).

Section 6.2 Adjourned Meetings: The Housing Commission may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

Section 6.3 Special Meetings: Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

Section 6.4 Closed Sessions: Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

Section 6.5 Emergency Sessions: Emergency sessions may be called by the Chair to address unforeseen events such as natural disasters, civil unrest and other emergencies. Brown Act requirements will be carried out as soon as possible following the unforeseen event that resulted in the emergency session.

Section 6.6 Time and Place: Meetings are held at a time and place convenient to most Housing Authority constituents and in a public room large enough to accommodate the number of people who are reasonably expected to attend.

Section 6.7 Absences and Tardiness: Attendance at Housing Commission meetings is the duty of each member in order to fully engage in conducting Housing Authority business. It is also expected that Housing Commission members arrive on time for meetings and other official functions in order not to disrupt the proceedings.

A majority of members of the Housing Commission may adopt motions to impose penalties on members who are excessively absent or tardy. Penalties will be in accordance with the Housing Commission's Meeting Conduct Policy, Section III, Penalties for Inappropriate Behavior.

Section 6.8 Public Notices: Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the Housing Authority website and at its administrative offices. Notices may also be included in information provided to constituents.

Section 6.9 Public Comments at Meetings: Meetings are open to the public, except closed sessions (defined above). The public may address the Housing Commission on agenda items by making a request to the Secretary-Treasurer before the meeting is

called to order. The Chair may limit discussion on any item, depending on the number of people who request to speak and the length and complexity of the agenda.

Section 6.10 Manner of Voting: A majority of members must be present for a vote to be taken. Voting is by voice vote, unless a ballot vote is requested by a member.

Roll call votes are not required unless prescribed by law or requested by a member. Inaudible roll call votes are recorded as "aye" votes.

Section 6.11 Meeting Conduct: Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Commission business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit C, Meeting Conduct*.

FINANCIAL DISCLOSURES 7.0

Section 7.1 Economic Interests: The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Commissioners to file statements of economic interest by April 1st of each year.

Section 7.2 Conflicts of Interest: The Housing Commission complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations, Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Commission also complies with its adopted *Conflict of Interest Policy*, provided as Exhibit D.

AMENDMENTS TO BYLAWS 8.0

Section 8.1 Amendments to Bylaws: The Bylaws of the Housing Commission can only be amended by approval of two-thirds of the members at a regular or special meeting.

QUORUM 9.0

Section 9.1 Quorum: A quorum consists of a majority of the sitting Housing Commissioners. If there are vacancies on the Housing Commission, a majority of the active members must be present to conduct a meeting.

COMMITTEES 10.0

Section 10.1 Ad Hoc Committees: The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

Section 10.2 Standing Committees: The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and

programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

END OF BYLAWS

Adopted June 20, 2003; Last Revision April 2010

Housingcommissionbylaws-rev4-2010

EXHIBIT A

PROCEDURES FOR SELECTION AND APPOINTMENT OF TENANT AND HOMELESS COMMISSIONERS TO COUNTY HOUSING COMMISSION

I. PURPOSE

The purpose of the Los Angeles County Housing Commission (Housing Commission) is to serve as the advisory body to the Board of Commissioners of the Los Angeles County Housing Authority.

The Housing Commission consists of 12 members. Each of the five members of the County Board of Supervisors (the Board) selects one individual to serve as a Non-Tenant Commissioner. There are also six Tenant Commissioners and one Homeless or Formerly Homeless Commissioner. All Housing Commissioners are appointed by and serve at the pleasure of the Board.

The following describes procedures for the selection and appointment of Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

II. TENANT COMMISSIONER ELIGIBILITY

Tenant Commissioners must live in Housing Authority-owned or managed properties or participate in the Housing Choice Voucher (Section 8) Program. At least two Tenant Commissioners will live in Housing Authority-owned or managed properties.

Tenant Commissioners must be at least 18 years old. One must be at least 62 years old, if there is a qualified resident of this age available to serve.

Tenant Commissioners must be housing program participants in good standing. They will have showed interest in serving their communities and the ability to represent tenant interests.

III. HOMELESS OR FORMERLY HOMELESS COMMISSIONER ELIGIBILITY

Individuals who are homeless or formerly homeless may serve on the Housing Commission. They may be participants in homeless assistance programs administered by the Housing Authority, receive help from other public agencies or receive no assistance. There is no requirement that they live in Housing Authority-owned or managed properties or participate in the Section 8 Program.

Individuals who serve as a Homeless or Formerly Homeless Commissioner satisfy the requirements of the Housing Authority's Shelter Plus Care Program.

The Homeless or Formerly Homeless Commissioner will be at least 18 years old and have the ability to represent the interests of homeless people.

IV. RECRUITMENT ANNOUNCEMENTS

The Housing Authority will announce Housing Commission vacancies by including notices on the agency website and tenant newsletters, posting notices on bulletin boards at administrative offices and housing sites, and using other means to reach the desired populations.

If a vacancy exists for a Homeless or Formerly Homeless Commissioner, notices will be sent to agencies that provide homeless assistance. Homeless programs administered by the Housing Authority may also refer candidates.

Announcements will be mailed to tenants at Housing Authority-owned or managed properties and to Section 8 participants. The mailing will provide information about the Housing Authority, duties of the Housing Commissioners and instructions on how to apply.

V. APPLICATION PROCESS

A special telephone line will be established for applicants to call to request application packages. The packages will include a cover letter explaining the process, a description of duties and responsibilities, an application and return envelope.

The completed application and one letter of recommendation must be returned to the Housing Authority by the deadline stated in the telephone announcement and printed materials. The telephone number of the person making the recommendation must be included.

Housing Authority staff will screen the applications for accuracy, completeness, appropriate background and experience. Staff will also verify the status of persons applying to serve as a Homeless or Formerly Homeless Commissioner by calling or requesting a statement in writing from a shelter provider, case worker or other reliable source. Qualified applicants may be invited for interviews by a Selection Committee.

If no qualified applicants are identified or if no applications are received, the Housing Authority will start a new recruitment process.

VI. SELECTION COMMITTEE

The Executive Director will appoint a five-member Selection Committee, which may consist of the following: Non-Tenant Housing Commissioner; Resident Council Officer or Tenant Advisory Board Member; Housing Authority Property Supervisor; and a County Chief Executive Office representative.

The Selection Committee will interview and evaluate each candidate, using an evaluation form with categories that help determine the individual's ability to fulfill the duties and responsibilities of the position. These categories may include: quality of responses to interview questions; participation in community activities; leadership activities or responsible positions held; ability to participate in daytime meetings; and other related experience and qualifications.

Housing Authority staff will collect the evaluation forms and rank the candidates according to the ratings assigned by the Selection Committee. **Qualified candidates may be subject to criminal background checks.**

The names of candidates with satisfactory backgrounds will be submitted to the Executive Director, in ranked order based on their qualifications.

The Executive Director will send a memorandum to the Board providing the names of candidates being recommended for appointment. A copy will also be sent to the Executive Office of the Board to facilitate the appointment process.

VII. APPOINTMENTS, TERMS OF OFFICE AND VACANCIES

Unless a Board member objects to a candidate, the Executive Office of the Board will schedule approval of the appointment(s) on a Board agenda.

Tenant Commissioners and Homeless or Formerly Homeless Commissioners serve two-year terms from the date of appointment.

All vacancies are filled by Board appointment. When a term expires, a successor is appointed for two-years. If a vacancy occurs for reasons other than an expired term, a successor is appointed for the remainder of the term.

END OF SELECTION PROCEDURES

Adopted November 6, 2001; Last Revision April 2010

housing commissioners-selectionpro-4-2010

EXHIBIT B

LOS ANGELES COUNTY HOUSING COMMISSION TRAVEL POLICY

I. PURPOSE

This policy provides guidelines for travel by Housing Commissioners when conducting Housing Commission business. It defines permissible travel and describes procedures for travel requests and approvals, travel arrangements and reimbursements.

The *Los Angeles County Code, Section 2.75.080, Expenses*, allows Housing Commissioners to be reimbursed for travel expenses related to their duties. The Board of Supervisors (the Board) sets the standards for permissible travel and reimbursements, which are subject to change.

The Executive Director of the Housing Authority administers travel policies approved by the Board and adopted by the Housing Authority. The Housing Authority Executive Office makes travel arrangements and assists with reconciling expenses.

II. PERMISSIBLE TRAVEL

Housing Commissioners are reimbursed for travel expenses related to Housing Commission business.

Travel for Housing Commission Meetings: Honoraria and mileage reimbursements are provided for each Housing Commission meeting attended. The Housing Authority Executive Office processes monthly reimbursements, based on rates approved by the Board.

Other Travel for the Housing Commission: The Executive Director must approve in advance all non-routine travel by Housing Commissioners. Non-routine travel is in addition to attendance at regular and special meetings of the Housing Commission. It may include travel to attend conferences, workshops, legislative hearings and similar functions.

The Housing Authority Executive Office makes travel arrangements, helps reconcile expenses after each trip and processes reimbursements and refunds due the Housing Commissioners or Housing Authority.

III. TRAVEL ARRANGEMENTS

The Housing Authority Executive Office arranges conference registrations, airline tickets, rental cars, hotel reservations, travel advances and other trip-related needs. Housing Commissioners may request permission from the Executive Director to make their own travel arrangements and submit receipts to the Executive Office at the end of each trip.

Travel costs may not exceed limits set by the Board. Corporate rates will be used, if available.

Travel Expenses: Travel reimbursement rates are published by the Board and are available from the Housing Authority Executive Office.

Travel Advances: The Housing Authority Executive Office arranges travel advances for out-of-pocket expenses, including meals, lodging, transportation and other costs not pre-paid by the Housing Authority. Travel advance amounts are set by the Board.

IV. TRAVEL EXPENSE RECONCILIATION

The Housing Authority Executive Office will help Housing Commissioners reconcile expenses following each trip.

Travel Expense Reconciliation: Within five days of returning from an approved trip, a Housing Commissioner submits original travel receipts to the Housing Authority Executive Office. The Housing Authority Executive Office prepares a Travel Expense Report, and determines the reimbursement due the Housing Commissioner or the amount due the Housing Authority if the travel advance is greater than the expenses.

The Housing Authority Executive Office sends the Travel Expense Report to the Housing Commissioner for signature. If money is due the Housing Authority, the Housing Commissioner will send back a check, payable to the "Housing Authority of the County of Los Angeles" within five days of receiving the Travel Expense Report.

The Housing Commissioner's signature on the Travel Expense Report certifies that claimed expenses are for Housing Commission business. Only legitimate travel expenses can be claimed, such as meals, taxi fares and related costs. Refunds will not be made for souvenirs, dry cleaning and expenses not directly related to the purpose of the trip.

If the Housing Authority Executive Office does not receive original receipts or the refund check as requested, the Housing Authority at the end of the

calendar year will issue Internal Revenue Service Form 1099-MISC (Miscellaneous Income) for the amount of the travel advance.

V. TRAVEL BY PERSONAL VEHICLE

Housing Commissioners may use personal cars and receive mileage refunds for approved travel. Mileage reimbursements will not be provided for expenses exceeding the cost of air or train fare to the same destination. Reimbursement rates are set by the Board.

The following minimum driving standards must be met to drive on Commission business.

1. **Proof of Automobile Liability Insurance:** At the time of initial appointment and annually thereafter, Housing Commissioners will provide the Housing Authority Executive Office with proof of automobile insurance coverage that meets the minimum coverage required by State of California Financial Responsibility Laws.
2. **Valid California Driver's License:** Housing Commissioners must possess a valid California Driver's License.
3. **Compliance with Laws:** Housing Commissioners must comply with all State and local laws, including those requiring the use of seat belts while driving and hands free cellular telephone use.
4. **Satisfactory California Department of Motor Vehicles (DMV) Record:** Housing Commissioners must have a driving record that meets DMV driving requirements.

Housing Commissioners will immediately notify the Housing Authority Executive Office of changes in driver's license status or insurance that could negatively impact the Housing Authority. This includes cancellation of insurance, driver's license suspension or revocation, arrest for driving under the influence of alcohol or illegal substances and other circumstances that increase risk or affect the person's ability to drive legally as permitted by the DMV.

Mileage and Parking Reimbursements: The Housing Authority Executive Office processes mileage and parking refunds according to rates approved by the Board. The Housing Authority Executive Office calculates mileage using the Internet to establish distance, and processes monthly refunds for meeting attendance. Refunds for attendance at special meetings and events must be in writing and require receipts.

Use of Cellular Telephones: Housing Commissioners will not use cellular telephones while driving on Housing Commission business. They must pull over to a safe location or use cellular hands-free equipment, as required by law.

Housing Commissioners should read the cellular telephone owner's manual for safety instructions, such as not placing cellular telephone equipment near air bags.

Housing Commissioners are responsible for cellular telephone charges, unless the calls are for Housing Commission business and the purpose of the calls can be verified.

See Section VI, Travel by Rental Car, for more information.

VI. TRAVEL BY RENTAL CAR

Rental cars can be used on Housing Commission business when necessary, such as when traveling out-of-town and a car is needed to attend a meeting. Costs should not exceed other forms of transportation such as taxis, airport limousines and airport shuttles.

Rental Car Arrangements: When necessary, the Housing Authority Executive Office will reserve a rental car as part of the trip arrangements. Housing Commissioners may request permission from the Executive Director if they plan to make their own rental car arrangements and submit receipts at the end of the trip.

Cellular Telephone and Global Positioning System (GPS) Equipment: Renting cars with cellular telephones is not allowed, unless provided at no extra cost. Housing Commissioners will be responsible for cellular telephone charges, unless the calls can be verified as Housing Commission-related. Cars with GPS equipment may be rented, as necessary for convenience and safety.

Car Size and Upgrades: When traveling alone, only mid-size or smaller cars should be rented. The rental can be upgraded one level when: two or more authorized passengers are traveling together; there is no extra cost; or when there is a medical reason, such as a driver or passenger with a disability.

When picking up the rental car, Housing Commissioners should check for any promotional rates, last-minute specials or free upgrades that could reduce the cost. Corporate rates should be used when available.

Rental Car Inspections and Accidents: Before a rental car is accepted, the Housing Commissioner should inspect it and note any damage in writing on the contract. If there is an accident, the Housing Commissioner should immediately contact the Housing Authority Executive Office and the rental car company. Local authorities must be notified of any accident, no matter how minor the damage.

Rental Car Insurance: When renting a car for Housing Commission business, both Collision Waiver Insurance and Automobile Liability Insurance, up to the highest limits available, should be purchased from the rental car company. If a rental car company does not offer automobile liability insurance, the Executive Director must give advance approval to use such a company.

VII. TRAVEL BY AIRLINE

Airlines may be used for approved Housing Commission travel.

Airline Arrangements: The Housing Authority Executive Office arranges for approved airline travel. Housing Commissioners may request permission from the Executive Director to buy their own tickets and submit receipts at the end of the trip. Expenses cannot exceed Board-approved limits.

Reservations should be made as early as possible to take advantage of purchase discounts. Care should be taken to book flights that meet the **lowest logical cost** standard, considering interim stops, changing planes, and other cost factors. The **lowest logical cost** is defined as the most economical cost that will not result in great inconvenience or hardship for the traveler, such as long departure or arrival delays.

When the amount of cost savings for airfare is \$75 or more, travelers should review the following parameters to ensure that the **lowest logical cost** standard has been met, before booking the flight:

- a. routing requires no more than one additional interim stop or change of planes each way;
- b. routing does not increase the one-way total elapsed trip time (origin to destination) by more than **one** hour;
- c. departure and arrival time is not more than **two** hours before or after the requested time;
- d. there are no alternate airports for arrival or departure.

The following should also be considered when seeking the lowest rate that still meets the traveler's needs: special negotiated fares; non-refundable fares; penalty fares; Saturday night stay-overs; advance purchase fares; connecting and non-stop flights; off-peak flights; alternate airports; promotional/bulk fares; lower cost carriers; and Internet specials.

Coach Class and Upgrades: All air travel must be in coach class. Upgrades at the expense of the Housing Authority are not allowed, unless necessary to avoid long delays or stopovers, or for other reasons approved by the Executive Director. Housing Commissioners may upgrade seating, at their own expense.

Ground Transportation To and From Terminals: Housing Commissioners traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical transportation should be used to and from airports and rail terminals, including buses, subways, taxis, hotel and airport shuttle services, and personal or rented cars.

Housing Commissioners may hire a limousine for transportation; however, they will be required to pay the difference between the cost of the limousine and more economical forms of transportation.

Frequent Flyer Miles: Housing Commissioners may keep frequent flyer program benefits earned while traveling on Housing Commission business. However, participation in these programs must not influence flight selection that would result in incremental costs to the Housing Authority beyond the lowest available airfare, as defined in this policy under Airline Arrangements, above.

VIII. TRAVEL BY TRAIN

The Housing Authority Executive Office arranges train travel when the cost does not exceed coach airfare for the same destination, based on rates approved by the Board. Housing Commissioners may request permission from the Executive Director to make their own arrangements and submit receipts at the end of the trip.

END OF TRAVEL POLICY

Adopted March 23, 2005; Last Revision April 2010

hc-travel policy-rev4-2010

EXHIBIT C

LOS ANGELES COUNTY HOUSING COMMISSION MEETING CONDUCT POLICY

I. PURPOSE

This policy provides guidelines for acceptable conduct at Housing Commission meetings. It applies to Housing Commissioners, guests, members of the public and staff.

II. INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes: contemptuous or insolent acts toward the Housing Commissioners, staff, guests, the public or others present at a meeting; a breach of the peace, such as boisterous or violent conduct; disobedience of any lawful order of the Chair, such as an order to be seated or to refrain from addressing the Housing Commission and others; any other interference with a meeting.

III. PENALTIES FOR INAPPROPRIATE BEHAVIOR

When inappropriate behavior occurs, the Chair may call the disruptive person to order, including giving an order for the person to be seated, to refrain from addressing the Housing Commission and others present, or to leave the meeting.

In order to penalize a Housing Commissioner for misbehavior, a majority of the Housing Commission must vote on a motion to impose the penalty. The motion may: instruct the member to apologize; instruct the member to leave for the rest of the meeting; censure the member; recommend that the Board of Supervisors suspend the member's rights for a time; or recommend the member be expelled from the Housing Commission.

Anyone can be removed from the meeting room because of inappropriate behavior. The Chair has the power to remove a non-member, and this person has no right to appeal the decision. A majority vote of the Housing Commission is required to remove a Housing Commissioner from the meeting room for inappropriate behavior.

The Housing Commission may vote to censure a member, the purpose of which is to warn the member that if certain behavior continues, the next step will be to recommend expulsion of the member to the Board of Supervisors. The Board of Supervisors will make the final determination on whether the offending member remains in office.

IV. CELLULAR PHONES AND OTHER EQUIPMENT

Electronic and other equipment are not permitted at Housing Commission meetings if they disrupt the conduct of business. Cellular phones are only allowed if they remain in "silent mode" during the meeting. Other equipment, such as cameras and recording equipment are allowed, if not disruptive. Improper use of electronic and other equipment may result in removal from the meeting or other penalties described in *Section III, Penalties for Inappropriate Behavior*.

END OF MEETING CONDUCT POLICY

Adopted July 28, 2004; Last Revision April 2010

hc-meeting conduct policy-rev4-2010

EXHIBIT D

LOS ANGELES COUNTY HOUSING COMMISSION CONFLICT OF INTEREST POLICY

I. PURPOSE

This policy provides guidelines to help ensure that members of the Housing Commission do not engage in or attempt to influence any Housing Commission decision in which he or she has personal financial interest.

This policy complies with the Political Reform Act (Government Code, Section 81000, *et seq*) which requires that state and local government agencies adopt conflict of interest codes. It also complies with 2 California Code of Regulations, Section 18730, and all related amendments adopted by the Fair Political Practices Commission of the State of California.

The Executive Director of the Housing Authority oversees this policy. The Housing Authority's Human Resources Unit is responsible for collecting and filing the conflict of interest documents required by the Board of Supervisors (the Board) from each Housing Commissioner.

II. PROHIBITED BEHAVIOR

Government Code, Section 87100, states: "No public official at any level of state or local Government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."

During the tenure of each Housing Commissioner, certain actions are prohibited to avoid conflicts of interest. Prohibited behavior includes, but is not limited to the following:

- a. Engaging in private employment or delivering services for private interests which may interfere with the proper performance of official duties, or which give the appearance that independent judgment or actions in the performance of official duties would be impaired.
- b. Without legal authorization, using official influence, the insignia of the office, disclosing information (either confidential or not generally known or readily available to the public), about the property, government or business of the Housing Authority to further or influence any private financial interest.

- c. Appearing on behalf of or trying to influence any agency, committee or official body of the Housing Authority to benefit any private financial interest, except for appearances as a member of the public for self-representation on matters involving his or her personal interests.
- d. Knowingly participating in any Housing Authority decision that could impact his or her personal financial interests, except in cases where the decision generally applies to all or a significant portion of the public or Housing Authority residents or participants.
- e. Soliciting or accepting, directly or indirectly any gift, gratuity, favor, discount not available to members of the public, entertainment, loan or other things of value, from any organization or individual doing business with the Housing Authority.

Examples of conflicts of interest include: committing to a vendor to cast a vote approving a Housing Authority contract award in exchange for gifts, gratuities or other benefit provided by the vendor to the Housing Commissioner; trying to influence a Housing Authority employee to provide a favorable property inspection report, when the Housing Commissioner has an interest in the property.

III. PROCEDURES TO AVOID CONFLICTS OF INTEREST

The Housing Authority's Human Resources Unit each year sends to each Housing Commissioner a copy of the *Statement of Economic Interests Form 700 (Form 700)*. The form is completed by each Housing Commissioner to disclose conflict of interest information. The Housing Authority Executive Office collects and submits the completed forms to the Executive Office of the Board by the requested deadline.

a. Requirements for Filing *Form 700*

Each year, the Housing Authority Executive Office provides copies of *Form 700* to each Housing Commissioner. It requests data on reportable investments, real property holdings, business positions held and income received during the prior calendar year. Completed forms are returned to the Housing Authority Executive Office by the requested deadline.

Housing Commissioners appointed at other times during the year will receive *Form 700* as part of the appointment process. Housing Commissioners who resign or who reach the end of their terms of office must file a Leaving Office Statement, required by the Fair Political Practices Commission.

The Board may impose a fine on Housing Commissioners who failure to complete and return *Form 700*, as requested.

Housing Commissioners are responsible for reporting to the Executive Director any significant changes that occur after filing Form 700. Notice of changes should be provided within 15 days of the time they occur or as soon as possible. Housing Commissioners should contact the Executive Director if clarification is needed about what constitutes a significant change. The Board may remove a member from the Housing Commission for knowingly failing to report or concealing significant changes.

b. Voting on Housing Authority Matters

Housing Commissioners must not knowingly participate or try to influence any Housing Authority decision that could impact his or her personal financial interests or result in other personal benefit, except for decisions that apply in a similar way to all or a significant portion of the public, or Housing Authority residents or participants. On learning of a possible conflict, the Housing Commissioner must make the facts known to the Executive Director.

In some situations, a Housing Commissioner may have to publicly announce his or her financial interest, refrain from any Housing Authority discussion of the item, and leave the meeting room while the item is discussed. However, this does not prevent the Housing Commissioner from addressing the Housing Commission as a member of the public.

If a Housing Commissioner excuses himself or herself from a vote because of a conflict of interest, the member cannot be counted as part of the meeting quorum. If the excused Housing Commissioner is necessary for a quorum, the Housing Commission must postpone voting on the item until there is a quorum of members without conflicts of interest related to the subject matter.

IV. VIOLATIONS

Violations of this *Conflict of Interest Policy* may be pursued at the discretion of the Board and the Fair Political Practices Commission.

END OF CONFLICT OF INTEREST POLICY

Adopted April 28, 2004; Last Revision April 2010

hc-conflict of interest policy-rev4-2010